



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Building Inspector	Job Code:	801110	Job Grade:	10
Reports To:	Building Inspector Supervisor	Pos. No.:	Various	FLSA Code:	N
Department:	Health and Human Services	Loc. Code:	Various	SIC Code:	1611
				WC Code:	8810
Division:	Housing or Weatherization Assistance	CS Code*:	C or D	EEO Code:	H03

Summary of Functions: Performs inspections on new and existing residential structures to ensure compliance with applicable code and zoning ordinances.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Inspects units for air conditioning, heating, plumbing, insulation, ventilation, safety, structural or other components to ensure conformance to code and zoning ordinances.	45	E
2. Records and reports discrepancies or code violations; notifies owners, contractors and/or construction workers; issues stop orders for serious violations; conducts final inspections to ensure compliance.	20	E
3. Completes required paperwork and maintains records.	15	E
4. Installs devices and equipment and maintains inventory.	10	E
5. Receives and investigates complaints regarding code violations and zoning ordinances; answers general inquiries, and provides information or referrals.	05	N
6. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Associate’s degree from an accredited college or university in industrial arts, business, or in a job related field of study. One (1) year of work related experience.

Special Requirements:

Knowledge of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the

general public. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Must possess a valid Texas Driver's License, with a good driving record.

Physical/Environmental Requirements:

Ability to travel to various work site locations. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions.

Hay Points/Point Factor:

HS12=100, E1=10, VM2C=20, PD1C=15, WH2B=30, WE3B=20, IC2C=35, DL4=30, PS4=40, RE1D=20, SF1A=5, TTL: 325 pts.

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 4/05

Approved by Civil Service Commission on

Date 5/16/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.