

City of

BUNKER HILL VILLAGE

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JOB TITLE AND SUMMARY: BUILDING INSPECTOR

FLSA STATUS: EXEMPT

SALARY: Starting \$70,000 annually (negotiable DOQ)

Under the general direction of the Director of Public Works, performs a Inspector hybrid role encompassing field inspections as primary duties as well as plan review, customer service, contractor coordination, code enforcement, development inquiries, field reporting and consultation/training support for residential and commercial development. This position serves as a primary technical liaison between the City, contractors, design professionals, and residents to ensure compliance with adopted building codes, zoning ordinances, and applicable City regulations.

The position requires independent judgment, strong communication skills, and the ability to balance regulatory enforcement with customer-focused problem solving. This position is intentionally structured as a hybrid role to meet evolving departmental needs. While field inspections remain the primary function, the Building Inspector is also expected to support plan review, customer service, code enforcement, training, and interdepartmental coordination.

Regular attendance is an essential job function. Work hours are Monday – Thursday, 7:00am – 4:30pm and Friday 7:00am-12:00pm, some after-hours may be required on occasion.

This is a "hands on" position the successful candidate must be able to work independently and cooperate in a small office setting; be self-motivated; be analytical, and have an appreciation for accuracy, customer service, and detail.

ESSENTIAL DUTIES

- Inspect residential and commercial structural, electrical, plumbing, and mechanical installations to ensure work substantially complies with reviewed plans and specifications, adopted City codes and other applicable local, state, and federal regulations, codes and ordinances.
- Make decisions based on technical discretion, sound judgment, and familiarity with a variety of codes, ordinances, and construction methods or problems.
- Ability to read and interpret building plans and specifications.
- Ability to maintain, update and ensure the accuracy of inspection records, project documentation and project files, both electronic and in paper form.
- Requires corrections to be made when deficiencies are discovered and assists builders and owners in determining how such corrections may be made to achieve code conformance.
- Approves alternate methods or materials for code compliance within the scope of authority delegated by the Public Works Director.
- Investigate alleged violations of the City's codes and related ordinances.
Inspect damaged or dilapidated buildings for safety; determine extent of damage for safety and required permits for repairs; prepare and file reports.



BUILDING INSPECTOR

JAN 2026

- Inspect buildings being moved within or into the City to check for compliance with all codes; inspect building being demolished to protect adjacent property and the public. Coordinate inspection activities with other City departments and divisions; confer with architects, contractors, builders and the public in the field and office; explain and interpret requirements and restrictions.
- Maintain files of inspections and issued permits; review files for inactive, revoked, or expired permits and code violations; initiate action against expired permits or to correct code violations.
- Receive phone calls, answer questions and provide information about construction site inspections, code regulations, and all other applicable municipal work.
- Prepares, reviews, and responds to professional correspondence, including emails, in a clear, timely, and effective manner to support inspections, plan reviews, code enforcement activities, and customer service.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Coordinates and schedules meetings as needed to address a variety of items as applicable.
- Performs inspections in accordance with approved plans and all disciplines. Maintains regular and reliable attendance.
- Demonstrates superior customer service, integrity, innovation, efficiency, and fiscally responsible activity.
- Collaborates closely with all City departments to achieve organizational goals. This position is structured as a hybrid role and will encompass a range of responsibilities beyond traditional inspection duties.
- Performs other job-related duties/activities as needed or directed.

REQUIRED EDUCATION, TRAINING and EXPERIENCE

- High School Diploma or G.E.D.
- Three (3) or more years of experience in general building, contracting, municipal inspections of residential and commercial buildings/structures, i.e., / building, mechanical, electrical, plumbing, etc. or any equivalent combination of education and experience.
- A plumbing inspector's license issued by the Texas State Board of Plumbing Examiners.
- Code enforcement basic training or the ability to complete within 18 months of hire.
- Valid Texas Driver's License

Preferred Certifications

- Possession of at least one (1) of the following ICC combination certifications: ICC Residential Combination Inspector (B1, E1, M1, P1) or ICC Commercial Combination Inspector (B2, E2, M2, P2) or at least two (2) of the following certifications: ICC Building Inspector (B1, B2), ICC Electrical Inspector (E1, E2), ICC Mechanical Inspector (M1, M2), ICC Plumbing Inspector (P1, P2) within six (6) months of employment.
Experience in basic code enforcement preferred.



REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Knowledge and ability to correctly execute processes and procedures.
- Knowledge and ability to correctly apply professional/specialized expertise.
- Knowledge and ability to consistently produce quality results.
- Knowledge and ability to proactively plan and organize daily tasks and projects.
- Knowledge and ability to interpret adopted building codes and oversee its enforcement.
- Knowledge and ability to read and interpret building plans and specifications.
- Knowledge and ability to maintain, update and ensure the accuracy of inspection records, project documentation and project files, both electronic and in paper form.
- Knowledge and ability to prepare reports.
- Knowledge and ability to communicate clearly and concisely with builders, contractors, owners, and the public via phone, e-mail, or in person.
- Knowledge and ability to effectively handle sensitive situations require courtesy, persuasion, and tact.
- Ability to accept responsibility and account for his/her actions.
- Ability to follow instructions, safety practices and standard operating procedures in performing assigned tasks.
- Ability to constantly provide exceptional customer service.
- Ability to handle confidential matters in a responsible manner.
- Ability to walk/move about on uneven surfaces.
- Ability to walk for up to 45 minutes or longer at a time; ability to stand up to 45 minutes or longer at a time; ability to sit for up to 60 minutes or longer at a time.
- Ability to climb stairs and ladders and to bend, stoop, and kneel as required.
- Ability to work in enclosed spaces.
- Skill in communicating orally and in writing.
- Skill in use of personal computers including Microsoft Office or similar word processing programs, e-mail and the internet.
- Knowledge of pertinent local, state and national codes and ordinances.

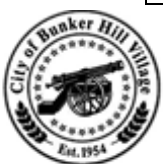
Knowledge of proper construction methods in building, structural, mechanical, plumbing and electrical work.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ESSENTIAL PHYSICAL FUNCTIONS:

This position requires the ability to perform light to moderate physical activity associated with field inspections, including climbing ladders and stairs, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking over uneven terrain, pushing, pulling, and lifting to 20 pounds. The role requires adequate visual acuity, color and depth perception, hearing, and verbal communication skills to observe conditions, identify deficiencies, and communicate findings clearly. Work is performed both indoors and outdoors and may involve exposure to varying weather conditions, extreme heat or cold, noise, confined spaces, atmospheric conditions, and occupational hazards such as moving equipment,



vehicles, electrical/plumbing/mechanical systems, elevated work areas, and construction sites.

AMERICANS WITH DISABILITIES

The City complies with the Americans with Disabilities Act of 1990, and it is our policy to ensure that no person is discriminated against based on their disability. The city offers equal employment opportunities to qualified individuals and strictly prohibits discrimination against qualified individuals based on disability. The City should provide reasonable accommodation for applicants and employees who are otherwise qualified to perform the essential duties when doing so does not create undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The city provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The city is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post-offer employment drug test, background check and /or physical.

Title	Name	Review Date	Approved Date
City Administrator			
Signature			

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills that may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. The City Administrator has the exclusive right to alter this job description at any time without notice.

