

JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE

Building Official/Inspector/Code Enforcement

JOB REQUIREMENTS: The Building Official/Inspector/Code Enforcement works under the general direction of the City Manager. This individual is responsible for performing inspections on industrial, commercial and residential buildings and projects ensuring compliance with adopted building codes including general, plumbing, electrical and mechanical codes; as well as, city ordinances and state laws. Other duties include but are not limited to:

- Provides superior customer service to internal and external customers by responding to requests in a timely and professional manner.
- Enforce all city codes, including building and zoning codes, regulations and ordinances by inspecting commercial and residential buildings, examining plans and specifications, ensuring all city standards are met, entering data into computer, preparing reports and studying and researching new requirements.
- Determines if building plans are in accordance with current codes and ordinances by reviewing building plans, comparing plans to codes and guidelines for construction and completing appropriate paperwork to document decisions.
- Maintains accurate records by interpreting plans and diagrams, figuring floor loads and roof calculations, detecting code non-compliance, directing owners, contractors and developers toward compliance, making permanent records and reports and completing inspection compliance notifications.
- Protecting the health and safety of the community while supporting an efficient City permitting system and performing code enforcement activities.
- Inspects new, existing, alterations and additions to residence, business, commercial and other buildings and structures for conformance with safety and other requirements of national, state and local codes.
- Conducts structural field inspections of general, electrical and mechanical systems for compliance with appropriate codes, regulations and approved plans/specifications.
- Conducts reviews and interprets construction plans and blueprints; ranging from small residential fence projects to multi-story buildings.
- Performs Certificate of Occupancy inspections and issue appropriate findings.
- Serves as the primary point on Code Enforcement activities; working with other city departments as needed.
- Compiles data and assist in preparation of department's monthly reports and attends the regular monthly council meetings.
- Must perform all duties ethically and make decisions that are fair and equitable.
- Other duties as assigned.

QUALIFICATIONS/REQUIREMENTS: Highly prefer at least two State Certifications or Licenses as an Inspector (Plumbing required) ICC Certification preferred; must be a United States Citizen; must have a high school diploma or G.E.D.; some college preferred; must have and

maintain a valid Texas driver license, or be able to obtain a Texas driver license; and must pass a background check and drug screening.

Duties are performed within the city limits both inside and outside in variable work conditions and locations. The physical demands and work environment are representative of those that must be met by an employee to successfully perform the principle duties and responsibilities of this position or which the employee will encounter. While performing the duties of this job, the employee is frequently required to stand, walk, run, jump, climb, crawl, push, pull, reach, kneel and bend. The employee must have normal vision, hearing and understandable articulation. The employee must be able to lift and/or move 60-pound objects, and on occasion be able to drag 100-pound objects. The employee is occasionally exposed to personal risk while working in dangerous situations. The noise level of the work environment ranges from generally quiet to moderately loud.

SALARY: D.O.Q. The City of Eagle Lake provides exceptional medical coverage - employer paid health, dental, vision, life/ADD. TMRS Retirement: Employee contribution 6%, City match 2:1, 5-year vesting. Vacation accrual and holiday leave are provided in accordance with current Personnel Policies and FLSA.

APPLICATION DEADLINE: Open until filled.

CONTACT: Charles “Tink” Jackson, City Manager. Email: citymanager@coeltx.net

Please submit a completed application and resume via e-mail, in-person or by mail.

Applications are available at City Hall
P.O. Box 38 (mailing)
100 East Main Street (physical)
Eagle Lake, Texas 77434
(979) 234-2640

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Eagle Lake is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, gender, color, religion, national origin, age, disability, sexual orientation, or gender identity. The City of Eagle provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application or hiring process, please contact the City of Eagle Lake at (979) 234-2640.

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