

Job Description: COMMUNITY BUILDING INSPECTOR

CLASS NO. 3306

EEOC CATEGORY: Service-Maintenance

Pay Group: Unclassified

FLSA: Nonexempt

SUMMARY OF POSITION

Inspects community buildings for damage and cleanliness after rentals.

ORGANIZATIONAL RELATIONSHIPS

1. Reports To: County Auditor and/or Emergency Services Coordinator

EXAMPLES OF WORK

Essential Duties*

Coordinates with commissioner secretaries regarding community building rentals;

Checks buildings for damage and cleanliness after rentals;

Keeps accurate checklists, records, and photographic evidence of damage and cleanliness of community buildings;

Spot checks compliance with rental agreements as needed;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Microsoft Word and Excel;

Digital cameras;

Ability to communicate professionally with public;

ACCEPTABLE EXPERIENCE AND TRAINING

High School graduation or equivalent;

CERTIFICATES AND LICENSES

Appropriate Texas Driver's License

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Approved CC 9/11/2012