



City of Houston Senior Inspector

SALARY	\$31.62 - \$36.32 Hourly \$2,529.60 - \$2,905.60 Biweekly	LOCATION	Houston, TX
JOB TYPE	Full Time	JOB NUMBER	34385
DEPARTMENT	Houston Airport System	OPENING DATE	09/06/2024
CLOSING DATE	9/20/2024 11:59 PM Central		

POSITION OVERVIEW



Applications will be accepted from: All interested

Division/ Section: Houston Airport System - Maintenance

Workdays & Hours: Monday to Friday 7:00 am to 3:30 pm

PURPOSE OF DIVISION

The purpose of the Houston Airports (HAS) Maintenance Division is to effectively deliver self-performed, and contracted, maintenance services at each of the three HAS airports.

PURPOSE OF THE POSITION

The Senior Inspector is responsible to the Division Manager and Assistant Director – HAS Maintenance for the effective technical review of contracted Operation and Maintenance services at HAS. This is completed through supervision of personnel, coordination in enforcing the understanding, application, and specifications of codes and standards for outsourced services. These services include Conveyances, Automated People Movers, Mechanical Services, Ground Service Equipment, Aircraft Support Equipment, HVAC, Fire Protection Services and other trades. This position will be assigned duties at all Houston Airport System facilities.

"Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required."

The **Senior Inspector** responsibilities of this position include, but are not limited to:

- Developing comprehensive elevator, escalator, and moving sidewalk systems Scopes of Work and technical specifications for successful delivery of contract and/or self-performed services.
- Schedules, prepares, and reviews work assignments.
- Developing recommended plans of action to remedy short term elevator, escalator, and moving sidewalk system deficiencies and reliability concerns.
- Investigates inquiries concerning code interpretations and technical problems from contractors, technical professionals, and general public.
- Prepares and reviews reports, forms, and records.
- Assists general public with preparing various forms.
- Provides code interpretation to enhance technical quality.
- Conducts various inspections.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal. Requires the ability to make simple gross motor responses within large tolerances.

MINIMUM REQUIREMENTS

EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in a field closely related to the area of inspection to be performed; or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the area of inspection to be performed.

EXPERIENCE REQUIREMENTS

Four years of journey level experience in the area of inspection to be performed are required.

In the areas for Electrical, Elevator Trades, Plumbing, Structural, and A/C and Boiler, experience must be journey level experience received after completion of apprenticeship program.

LICENSE REQUIREMENTS

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

PREFERENCES

PREFERENCES

- Preference will be given to applicants with eight (8)+ years' experience in the installation, maintenance, repair, and the inspection of elevators, escalators, moving sidewalks, and related equipment with a preference in inspections located at airport terminals, enclosed shopping malls of 100,000 square feet or more, hospitality industry hotels and conference facilities of 100,000 square feet or more, hospital/health care facilities of 100,000 square feet or more, or other major campus settings (such as military/federal facilities, school campuses, etc.).
- Qualified Elevator Inspector (QEI), International Facility Management Association (IFMA) Certified Facility Manager and/or equivalent military certifications are a plus. Previous skills in the following areas are highly desired:
- Discerning contract staff maintaining elevator, escalator, and moving sidewalk systems or a closely related field and components in compliance with Scopes of Work and technical specifications.
- Understanding of Project Management methodologies, frameworks, terminology, and processes.
- Developing recommended plans of action to remedy short term elevator, escalator, and moving sidewalk system deficiencies and reliability concerns.
- Developing recommended capital renewal plans to effectively maintain asset life cycle of elevator, escalator, and moving sidewalk systems and/or components.
- Successfully management the technical performance of contractor and/or internal staff, financial performance, day-to-day Operations & Maintenance, and elevator, escalator, and moving sidewalk systems Capital Improvement Projects

or closely related field.

- Preference will be given to applicants with progressively responsible experience in airport operations, airport security, airport safety, or Project Management.

*****Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.*****

GENERAL INFORMATION

SELECTION/SKILLS TESTS REQUIRED

The selection process will involve application review and/or interview. Department may administer skills assessment test.

SAFETY IMPACT POSITION

YES - this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Pay Grade 22

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. Applications must be submitted online at: www.houstontx.gov.

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call (281-233-1043). If you need login assistance or technical support call 855-524-5627. If you need special services or accommodations, call (281-233-1043). (TTY 7-1-1)

Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Applicants are encouraged to attach a cover letter and resume along with their completed application when applying. For further information pertaining to the Houston Airport System, please visit: https://www.youtube.com/watch?v=EDWLV_sJFoM.

EOE Equal Opportunity Employer

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

Agency

City of Houston

Address

901 Bagby St

Senior Inspector Supplemental Questionnaire

*QUESTION 1

Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?

- Yes
 No

*QUESTION 2

Are you a Houston Airport System employee?

- Yes
 No

*QUESTION 3

What is the highest level of education you have completed?

- High School Diploma/GED
 High School Diploma/GED and Up to 18 months of Education or Training beyond the High School level
 Associate degree or beyond
 No degree

*QUESTION 4

Please indicate the degree concentration you obtained ("See Resume" is Not acceptable, if statement does not apply, please insert N/A)

*QUESTION 5

How many years of journey level or skilled experience to be performed in the area of the Electrical, Elevator Trades, Plumbing, Structural and A/C Boiler inspection do you possess?

- Less than 4 years
 4 years to 6 years
 6 years to 8 years
 8 years or more
 No experience

*QUESTION 6

Based on the years selected above, please describe your journey level or skilled experience. ("See Resume" is Not acceptable, if statement does not apply, please insert N/A)

***QUESTION 7**

Briefly describe your verifiable, professional experience in the Maintenance, Repair, Replacement, and Inspection of Elevators, Escalators, Moving Sidewalks, and related equipment. (See resume is Not acceptable, if no experience please insert N/A).

***QUESTION 8**

What was your trade and/or degree concentration in? Please upload your credentials.

- Inspection and/or Construction
- Electrical and/or Plumbing
- Mechanical
- HVAC
- A/C and/or Boiler
- Structure
- Elevator Trade
- Other relevant to position
- No trade certification and/or degree

***QUESTION 9**

Work Setting: Please check all that apply to your "verifiable" experience.

- Schedules, prepares and reviews work assignments
- Investigates inquiries concerning code interpretations and technical problems from contractors, technical professionals, and general public.
- Prepares and reviews reports, forms, and records.
- Vehicle and equipment maintenance
- Assists general public with preparing various form.
- Provides code interpretation to enhance technical quality.
- Conducts various inspections.
- No experience

* Required Question