



City of Houston INSPECTOR

SALARY	\$29.70 - \$33.89 Hourly \$2,376.00 - \$2,711.20 Biweekly	LOCATION	Houston, TX
JOB TYPE	Full Time	JOB NUMBER	38715
DEPARTMENT	Houston Airport System	OPENING DATE	05/13/2026
CLOSING DATE	5/19/2026 11:59 PM Central		

POSITION OVERVIEW



Applications will be accepted from: All Persons Interested

Division/ Section: IAH Corrective Maintenance

Workdays & Hours: Sunday through Thursday – 7:00am to 3:30pm. *Subject to change*.

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 Inspector position is responsible to the Senior Inspector and Division Manager for the effective technical review and contract compliance for assets that are maintained by outsourced contractors at George Bush Intercontinental Airport (IAH), William P. Hobby (HOU), and Ellington Airport (EFD).

The Contracts include but are not limited to HVAC, Plumbing, MEP Services, Aircraft Support, Baggage Handling, Electrical, Roofing, Conveyances, Pest Control, Fire Protection, Fire Extinguishers, HVAC, AEDs, Automated People Movers, Solid Waste, and Portable Toilets, and automatic sliding doors. Working within the guidelines of the contract, the Inspector is responsible for ensuring the Operations and Maintenance service providers safely and efficiently fulfill all contractual obligations and follow all applicable City of Houston, State, and Federal codes and ordinances.

The Inspector should be able to demonstrate the capability to read and analyze Blueprints, Contracts, and OEM service manuals. Must possess a basic knowledge of Mechanical Systems, critical thinking skills, proficiency with standard testing tools (calipers, depth gauge, etc.), and Enterprise Asset Management Systems programs.

"Candidates must be able to obtain all security required badge access including Custom Border Patrol access within 6 months from the hire date."

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

- Prepares, conducts and reviews various types of inspections on assets such as commercial HVAC systems, Air handlers, Commercial Chillers, Boilers, Chilled Water systems, Heating Water systems, Pumps, Building Automation systems, Cooling Towers, Central Utility Plants, and other related items for compliance with specifications.
- Performs Inspections, identifies problem areas and recommends solutions. Prepares and serves correction notices and may serve violation citations.
- Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems.
- Performs record keeping activities to maintain filing systems, reports and documentation.
- Researches and evaluates plans, specifications and drawings.
- Prepares and submits various technical reports related to commercial HVAC systems.

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 routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. Requires the ability to make simple gross motor responses within large tolerances

MINIMUM REQUIREMENTS

EDUCATIONAL REQUIREMENTS

Requires a high school diploma/GED, AND up to 18 months of education or training in the area of inspection to be performed.

EXPERIENCE REQUIREMENTS

Two years of Journey Level or skilled experience related to the area of inspection to be performed are required.

LICENSE REQUIREMENTS

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

CERTIFICATE/LICENSE: Code Enforcement: The following certificates/licenses are preferred to be obtained within 11 months of employment in the area of inspection to be performed:

Plumbing - licensed by the State Board of Plumbing Examiners; and ICBO or IAPMO Plumbing Inspector Certificate.

Electrical - ICBO or IAEA Inspector's Certificate.

Mechanical - ICBO Mechanical Inspector's Certificate.

Structural - ICBO Building Inspector's Certificate.

Occupancy - ICBO Certificate in the primary area of inspection to be performed.

Elevator - QEI Elevator Inspector's Certificate.

PREFERENCES

- Preference will be given to candidates with 5-7 years of documented experience in the Maintenance and operations of commercial HVAC or Central Plant operations in a 24/7 operation.

****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

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

Pay Grade 18

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.**

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.

Employer

City of Houston

Address

901 Bagby St

Houston, Texas, 77002

Website

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's degree and beyond

*QUESTION 4

If you have a High School Diploma or GED, please list the school name you attended and graduated.

*QUESTION 5

If you attend a Vocational or Training school for up to 18 months, please list the school you attended and please attach your certificate. ("See Resume" is Not acceptable, if statement does not apply, please insert N/A).

*QUESTION 6

List all valid licenses/certifications relevant to this position that you obtain.

*QUESTION 7

How many years of verifiable journey level or skilled experience related to the area of inspection to be performed do you possess?

- Less than 2 years
- 2 years
- 3 years
- 4 years
- 5 years or more
- No experience

***QUESTION 8**

Based on the years selected in Question #7, please provide a brief detail and list the companies where you gained your relevant experience.

***QUESTION 9**

Do you have experience with operations and maintenance of Passenger Boarding Bridges, Ground Support equipment, Baggage Handling Systems, or related systems.

- Yes
 No

***QUESTION 10**

Please describe your documented experience in the operations and maintenance of Passenger Boarding Bridges, Ground Support Equipment, Baggage Handling Systems, or related systems and provide the company's name where you earned the experience ("See Resume" is Not an acceptable answer).

***QUESTION 11**

Do you have experience working with commercial HVAC systems, including chillers, air handlers, boilers, or related equipment?

- Yes
 No

***QUESTION 12**

If you answer Yes to Question #11, please describe your experience with commercial HVAC systems, including chillers, air handlers, boilers, or related equipment and enter the Company's name where you earned the experience?

***QUESTION 13**

Have you worked with Building automation systems?

- Yes
 No

***QUESTION 14**

If you answer "Yes" to Question #13, please describe your experience with building automation systems and enter the Company's name where you earned the experience.

***QUESTION 15**

Have you worked with Commercial Boilers or related systems?

- Yes
 No

***QUESTION 16**

If you answer "Yes" to Question#15, please describe your experience with Commercial Boilers or related systems and enter Company's name where you earned the experience

***QUESTION 17**

What types of HVAC Systems have you worked with

- Chillers
- Boilers
- Split-Units
- VAB Boxes
- Air Handlers
- Building Automation systems
- Other

***QUESTION 18**

Have you worked with any transportation systems like Trains, Shuttles, or Automated systems?

- Yes
- No

***QUESTION 19**

How would you approach inspecting HVAC or refrigeration system?

***QUESTION 20**

Do you have experience managing or working with Service or Maintenance Contracts for Facility and Operational systems?

- Yes
- No

***QUESTION 21**

Briefly describe your experience working with Service or Maintenance Contracts.

***QUESTION 22**

Briefly describe your experience in writing, reviewing or using technical documents like electrical wiring schematics, blueprints, or specifications.

***QUESTION 23**

What experience do you have with inspection reports or maintenance logs?

***QUESTION 24**

Please check all that you have verifiable experience with.

- Read and Analyze Blueprints
- Contracts & Service Manual
- Mechanical Systems
- Perform Schedule Checks of Equipment
- Oral and Written Communications Skills
- OEM Service Manuals
- EAM Systems
- No experience

***QUESTION 25**

Do you have a valid Driver's License?

Yes

No

* Required Question