

JOB TITLE: Building Inspector (Single License)

JOB CODE: 10.05

GRADE: 16

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To inspect new construction and additions, renovations or alterations to existing buildings and structures for code compliance. Informs the public on interpretations of the code and changes in the code.

MINIMUM QUALIFICATIONS: High school graduate or equivalent with four (4) years experience in construction; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Applicant must be able to secure a provisional license within three (3) months of employment. Must be able to secure a state certificate within one (1) year of employment. Possession of and ability to maintain a valid State of Florida Driver's License is required.

SPECIAL REQUIREMENTS:

- Thorough knowledge of modern building construction practices, methods and materials.
- Thorough knowledge of local building codes.
- Ability to understand and interpret building codes, plans and specifications.
- Ability to establish and maintain cooperative relationships with fellow employees, contractors, architects, engineers, public officials and the general public.
- Ability to enforce building codes and ordinances with firmness, impartiality and tact.
- Ability to make onsite inspections that can include climbing multiple flights of stairs and ladders.

ESSENTIAL FUNCTIONS:

- Makes technical inspections of buildings in the course of construction, alterations and repairs.
- Checks each project for defects and for conformity with the approved plans.
- Issues notices for correction, when necessary, and confers with the contractor or owner regarding changes needed to bring the project into compliance with code requirements.
- Makes final inspections of buildings and authorizes issuance of Certificates of Occupancy on projects which have been completed in conformity with the appropriate codes and regulations.
- Performs office work relative to the keeping of records and the receiving of inspection requests.
- Prepares and submits reports of buildings found to either be in unsound structural condition or in violation of the building codes.
- Must have
- the ability to communicate well with the general public while discussing, explaining or interpreting the standard codes.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: This position requires constant public contact with contractors and the general public. The employee acts as a City and Department representative to the public.

SUPERVISION RECEIVED: Considerable independent judgment exercised within framework of laws, ordinances, regulations and established departmental procedures; supervision by the Department Head or designated representative.

SUPERVISION EXERCISED: None.

PHYSICAL REQUIREMENTS: This position requires the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing and crouching. Incumbent is subject to inside and outside activities with a variety of weather changes or atmospheric conditions. Incumbent may be exposed to activities such as noise and jobs with potential hazards that may require special protection and/or special safety precautions. Visual acuity is required to inspect buildings while under construction for code violations. Incumbent is required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.