

Title: Building Inspector I
PG: 51
Status: Civil Service
Position Reports to: Deputy Building Official
Department: Community Development/Building Inspection

Class Code: 3828
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is professional technical inspection work involving construction and related code enforcement. An employee in this class of work is responsible for performing various technical activities of average difficulty. Most tasks involve the inspection of new buildings which are under construction and existing buildings which are being repaired, remodeled or enlarged. Commercial and residential buildings are inspected during various stages of completion to insure their structural integrity and to check for conformance with Building Codes and Ordinances. Extensive contact with builders, architects, property owners, and other members of the public is involved which requires tactfulness and courtesy. Work is performed under general supervision and is reviewed through observation, conferences, reports submitted and results obtained.

ESSENTIAL FUNCTIONS:

1. Conducts routine and complex inspections; inspects foundation, concrete slabs, bond beams, tie beams, lintels, plasters, steel placement, columns, framing, insulation, roofing and related construction work for conformance with codes, ordinances, permits, and approved plans.
2. Conducts inspections of mobile homes and accessory buildings and structures for placement, height, foundation, setback and anchorage.
3. Conducts inspections to insure conformance with the City's construction codes and ordinances; checks complaints and writes violations if warranted.
4. Checks to see that persons performing work are properly licensed and have secured necessary permits.
5. Issues "Stop Work" notices if construction work is not properly permitted or is not conforming to the City's codes and ordinances or is not within the scope of a contractor's license.
6. Contact property owners and contractors to explain the nature of violations detected and to provide building, permitting, zoning, and other code information.
7. Maintains records of inspections and other work performed; compiles data and submits written reports.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the methods, materials and techniques involved in building construction, repairs and alterations.
2. Working knowledge of Federal, State, and local building, energy, accessibility, zoning, and related codes and regulations.
3. Working knowledge of safety equipment and procedures utilized in conducting construction inspections.
4. Working knowledge of code compliance inspection procedures.
5. Ability to read and interpret construction plans and specifications.
6. Ability to detect and locate defective workmanship and materials.
7. Ability to establish and maintain effective working relationships with other employees, officials and the general public.
8. Ability to enforce applicable codes and ordinances firmly, tactfully and impartially.
9. Ability to follow oral and written instructions and to prepare and submit clear and concise reports.

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Status: Civil Service
Position Reports to: Chief Inspector
Department: Community Development/Building Inspection

Class Code: 3828
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WORKING ENVIRONMENT/CONDITIONS:

Light work that involves walking or standing most of the time, exerting up to 10 pounds of force on a recurring basis. It is necessary to climb ladders/scaffolding, etc and crawl under buildings. The job risks routine exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, electrical shock, and heights. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent, supplemented by completion of a formal academic or in-service training program in building construction, architecture, or engineering.
2. A minimum of five (5) years of experience in building construction, including one (1) year of experience in a supervisory capacity.
3. An equivalent combination of education and experience that is determined to be directly related to the forgoing specific requirements may be substituted.
4. Must possess, or acquire within twelve (12) months of the date of employment, a Class "A" Contractors Certificate of Competency issued as a result of passing a proctored examination administered by Block and Associates, or certification by the Florida Construction Industry Licensing Board as a General Contractor.
5. Must possess at time of employment a "Standard" Class Building Inspectors Certificate issued by the Florida Building Code Administrators and Inspectors Board, or qualify to obtain a "Provisional" Class Building Inspectors Certificate from the above Board; and obtain a "Standard" Class Certificate within twelve (12) months of the date of employment.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.