

**Title:** Field Services Inspector  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** Deputy Building Official  
**Department:** Community Development/Building Inspection

**Class Code:** 3830  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible technical work involving construction and related codes enforcement. An employee in this class of work is responsible for performing various technical activities of average difficulty. General tasks will include various duties related to the processing of information as required to assist office and field staff. 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 inspections to insure conformance with the City's construction codes and ordinances; checks complaints and writes violations if warranted.
2. Checks to see that persons performing work are properly licensed and have secured necessary permits.
3. 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.
4. Contact property owners and contractors to explain the nature of violations detected and to provide owners and contractors to explain the nature of violations detected and to provide building, permitting, zoning, and other code information.
5. Maintains records of 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 local zoning and related codes and regulations.
3. Ability to read and interpret construction plans and specifications.
4. Ability to detect and locate defective workmanship and materials.
5. Ability to establish and maintain effective working relationships with other employees, officials and the general public.
6. Ability to enforce applicable local ordinances firmly, tactfully and impartially.
7. Ability to follow oral and written instructions and to prepare and submit clear and concise reports.

**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.

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**QUALIFICATIONS (EDUCAITON, 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.

**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.