



Job Description

Building Inspector

Pay Grade: G09

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of five (5) years of construction trades experience with a municipality or county government; at least three (3) years of the critical disciplines (i.e. electrical, mechanical, plumbing, structural).

Minimum Education Requirements: High School diploma or G.E.D. and up to four (4) years of postsecondary education in the field of construction or a related field or, an equivalent combination of education or experience sufficient to successfully perform the essential duties of the job.

Department: Growth management Department

Direct Supervisor: Building Code Official

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works both indoors in an office environment and outdoors at work sites.

Certification: Valid State of Florida driver's license, ability to obtain (1) and (2) Family Dwelling Inspector certifications within six months of employment; Certification in one or more of the following is preferred: Commercial Building Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector, or Commercial Electrical Inspector; and Certification by the Florida Department of Financial Services, Bureau of Fire Standards Training, and as a Fire 1 Inspector.

Job Summary: Inspects new and existing residences, businesses, commercial, and other buildings and structures for conformance with requirements of state and county codes, ordinances, and laws. Informs builders, owners, contractors, and architects of code violations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Conduct site visits to make plumbing, mechanical, gas, structural, and/or electrical inspections of commercial and residential construction.
- Investigate building code violations and enforce zoning and licensing regulations.
- Inspect business locations prior to issuance of occupational licenses.
- Review and sign permit application and conducts sign inspections.
- Discuss plans with architects, engineers, contractors, and property owners.
- Record and document all inspections.
- Provide information and assistance to the public, contractors, or other employees.
- Keep superiors apprised of all inspection activities.
- Keep up-to-date on existing and new codes and can read building plans.
- Prepare records and reports of inspections performed covering conditions found, actions taken, as well as names of owners, builders, and addresses of inspections.
- Issue stop work orders.
- Investigate complaints of defective projects that are reported, notify responsible persons of defects, and issue instructions for corrections.



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- Cover the front desk during lunch break and cover leave time for the permits & planning specialist.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- City code and ordinances.
- Principles and practices of building construction.
- Building, plumbing, mechanical, gas, and electrical codes.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Use of standard equipment and testing devices.
- Detecting defects in building construction and code violations.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Interpret technical designs and blueprints.
- Enforce codes.
- Work with the general public.
- Input, access, and retrieve data from a computer.
- Works in various weather conditions with exposure to slippery and uneven surfaces, heights (up to 50 feet), and some stressful situations.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.



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- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date