



## **CLASSIFICATION DESCRIPTIONN**

**TITLE: BUILDING INSPECTOR I**

**JOB CODE: 14 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to perform inspections of one or more areas of construction, to include, but not necessarily limited to; structural, electrical, plumbing and mechanical, in residential and non-residential buildings and structures. Employees in this classification are responsible for inspection of buildings and structures for compliance with the Florida Building Code, Florida Residential Code, Florida Plumbing Code, Florida Mechanical Code, Florida Fuel Gas Code, Florida Energy Conservation Code, Florida Existing Building Code, Florida Accessibility Code and National Electric Code as well as construction plans approved by the Building Services Division. The objective of this position is to evaluate all aspects of construction work for compliance with State codes and local code amendments to ensure the health, safety and welfare of the general public.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs systematic site inspections of one or more skilled trades work for new construction and alterations to existing buildings within the City, to evaluate compliance with all applicable State adopted codes and local code amendments including building / structural, electrical, plumbing, mechanical, fuel gas, energy conservation and accessibility. .
- Verifies compliance with approved building permits, plans and specifications and all State codes and local code amendment.
- Collaborates with contractors, subcontractors, engineers, architects, citizens, homeowners and other stakeholders as well as other team members, plans examiners, permit technicians, internal administrative support and others within the Community Development Department to ensure all required procedures and documentation is completed and submitted for approval of issued building permits.
- Identifies violations of the Florida building codes and issues correction notices establishing a means of bringing work into compliance; meets with contractors, sub-contractors, citizens, homeowners, the general public and other stakeholders to explain the application and intent of the codes and advises persons of the intended corrective actions and expected time frame to correct violations; performs re-inspections to determine if corrections have been made to achieve compliance and assists with navigation of the City's permitting and inspection

processes..

- Issues written violation notices citing specific code sections; performs re-inspections necessary to determine if corrections have been performed in accordance with the codes to ensure work is brought into compliance.
- Reviews, maintains and updates all files, documents, inspection and code violation records and all activities related to assigned inspection duties and responsibilities.
- Reads and interprets construction blue prints and specifications for construction plans and designs.
- Interacts, communicates and otherwise reports to, and coordinates all daily inspection activities and other work assignments with the Chief Building Inspector regarding matters related to the enforcement of the Florida building codes and any other issues related to the conduct of inspections and ensuring construction work is performed in compliance with the codes.
- Obtains all necessary continuing education, maintains records and reports acquired continuing education to the appropriate entity to obtain and maintain licenses required by the City and State of Florida to maintain employment as a Florida licensed building inspector.
- Provides extensive information to contractors, subcontractors, engineers, architects, citizens, homeowners and other stakeholders regarding the interpretation, intent and application of various code provisions and provides guidance so persons are able to successfully navigate the City's permitting and inspection processes ensuring completion of permitted projects on established schedules.
- Continues to learn, acquire information and expand knowledge regarding construction trades, trends, construction technology, methods of construction and materials and to study and become well versed in the understanding and application of the Florida building codes standards referenced in the codes and local code amendments.
- Performs related duties as directed by the Chief Building Inspector, Deputy Chief Building Official and Chief Building Official.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED. State of Florida Residential Inspector License (preferred) or one Standard Inspector License in either building, electrical, mechanical or plumbing disciplines and one year of inspection experience in the license category. If not licensed as Residential Inspector, then ability to obtain license as outlined below and verification of four year's work experience in residential building, electrical, mechanical and plumbing inspection disciplines or four years residential contracting experience or an equivalent combination of education, training, and experience as required for licensure by the State of Florida Building Code Administrators and Inspectors Board (BCAIB). . If not licensed as Standard Inspector, then ability to obtain license as outlined below and verification of four year's work experience in commercial building, electrical, mechanical and plumbing inspection disciplines or four years commercial contracting experience or an equivalent combination of education, training, and experience in the licensure category sought, as required for licensure by the State of Florida Building Code Administrators and Inspectors Board (BCAIB).

## **LICENSES**

Must possess a valid Florida Driver's License.

### **Option 1**

State of Florida Standard License in either building, electrical, mechanical or plumbing discipline.

If candidate does not possess a State of Florida Standard Inspector License, then candidate must obtain Provisional License in either building, electrical mechanical or plumbing disciplines within one hundred twenty (120) days of date of employment. Candidate then must also obtain a State of Florida Standard Inspector License in either building, electrical, mechanical or plumbing disciplines within one (1) year of date of employment.

### **Option 2**

State of Florida Residential Inspector License

If candidate does not possess a State of Florida Residential Inspector License, then candidate must obtain Provisional Residential Inspector License within one hundred twenty (120) days from date of hire and obtain State of Florida standard residential inspector license within twelve (12) months of date of hire. Candidate then must also obtain a State of Florida Standard Inspector License in either building, electrical, mechanical or plumbing disciplines within one (1) year of date of employment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline(s) assigned to the position.
- Knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline(s), e.g., plans review, licensing, permitting, and inspections.
- Ability to review and interpret construction project plans; ability to provide technical interpretation of applicable construction codes and regulatory standards.
- Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and ordinances.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; navigate uneven ground surfaces and roofs; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity. While performing the essential functions of this job, the incumbent is occasionally exposed to possible bodily injury from electrical shock; falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.