



CLASSIFICATION DESCRIPTION

TITLE: BUILDING INSPECTOR

JOB CODE: 14 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to inspect one or more areas of construction, to include structural, electrical, plumbing, HVAC, mechanical, and engineering, in buildings and developments. Employees in this classification perform at entry level, and are responsible for reviewing development operations to verify conformity with approved plans and specifications in their respective trades. Objective is to evaluate compliance with all local, State and Federal laws, ordinances and regulations to ensure the 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 renovations within the City, to evaluate compliance with all applicable City, State and Federal codes and regulatory requirements in their respective trades, e.g., building, electrical, plumbing, HVAC, mechanical, structural.
- Verifies compliance with approved building permits, plans and specifications; reviews and approves workmanship of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.
- Identifies compliance problems and issues code violations; meets with violators and general public to explain and interpret city codes and advises violator of expected time frame to correct infraction; performs re-inspection to determine if corrections have been made to achieve compliance.
- Issues written violations of codes; performs re-inspections to determine if correction measures have been met to achieve compliance.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings.

- Reads and interprets blue prints and specifications for construction plans and designs.
- Communicates with Chief Inspector on any structural problems, code issues or regulatory requirements that have not been resolved.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge; attends annual continuing education courses for re-certification.
- Provides the public and departmental requests with resources and interpretation of the various codes for which the position is responsible for enforcing.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; appropriate Certifications for the position in one or more of the respective trades/disciplines as designated under the provisions of Florida Building Code; supplemented by five (5) years experience in building construction or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess a valid Florida Driver's License.

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; 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.