



CLASSIFICATION DESCRIPTION

TITLE: BUILDING INSPECTOR IV (Lead) JOB CODE: 16 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to perform inspections in building, electrical, plumbing and mechanical disciplines to ensure construction complies with the Florida building codes and approved plans and to plan, prioritize, supervise and monitor the work and performance of building inspection staff. Additional duties include mentoring, training and developing building inspection staff through regular interactions and providing guidance through formal internship programs and exam preparation. Employees in this classification are responsible for inspection of buildings and structures for compliance with the Florida Building Codes and 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 multiple skilled trades work for new construction and alterations to existing residential and commercial 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 amendments.
- 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 blueprints 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.
- Mentors, guides, instructs, educates and otherwise interacts with inspection staff through duration of internship training programs ensuring they have the necessary resources to ready themselves for exams. Assists with inspection training and completion of training logs and providing oversight to ensure inspectors are advancing in acquiring knowledge and training to complete internship programs on time.
- 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 certification and three Standard Inspector certifications in the inspection disciplines listed below. Five years of inspection experience in building inspections and three years of direct supervisory experience of construction tradesman or building inspectors. Equivalent combination of certifications, skills, education, training and supervisory

experience will be considered.

CERTIFICATIONS

Must possess:

A valid Florida Driver's License

State of Florida Residential Inspector certifications

Three (3) State of Florida Standard Inspector certifications in building, electrical and / or mechanical or plumbing. Four certifications is preferred. State of Florida Division of the State Fire Marshal certification as a Fire Safety Inspector I (or higher) may be substituted for one Standard Inspector Certification at the discretion of the Chief Building Official.

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.
- Knowledge of construction principles, techniques, materials and methods of construction.
- Knowledge of the City's approved internship programs including content, objectives, and programmatic requirements.
- Ability to review and interpret construction project plans; ability to provide technical interpretation of applicable construction codes and regulatory standards.
- Skill in verbal and written communications with a variety of stakeholders and ability to communicate code provisions, inspection standards and expectations necessary to becoming proficient in passing various City building inspections.
- 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.