

JOB DESCRIPTION

JOB TITLE: BUILDING INSPECTOR

GRADE: 117

DIVISION: BUILDING & SAFETY SERVICES

FLSA: NON-EXEMPT

SALARY: \$39,998.40 - \$60,008.00

DESCRIPTION OF WORK:

Under the supervision of the City's Building Official, provides reviews plans and performs building inspections to ensure compliance with codes and regulations. Makes final inspection of building against approved plans to ensure compliance. Scheduled work hours are Monday through Friday 8:00 a.m. through 5:00 p.m. Occasional overtime may be required. Inspects all building construction to ensure compliance with codes and regulations.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs technical reviews and inspections work with responsibility for following activities: review building, electrical, plumbing, mechanical, and gas plans for code compliance.
- Inspects and tests installations for adherence to review plans and specifications.
- Re-inspect to ensure violations are corrected.
- Discuss code compliance verbally and in writing with contractors, architects, engineers, business owners, and/or property owners as needed; inspect areas to check for non-compliance.
- Issue order to comply notices as needed.
- Performs records maintenance, clerical work, and activity reports.
- Coordinate with the other trade inspectors at each development site.
- May prepare and brings cases to the Clerk of the Circuit Court, Board of Adjustment and Appeals, or Special Magistrate for Code Enforcement.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the materials and methods used in general building construction.
- Knowledge necessary to inspect for code compliance in at least two (2) trades: building, electrical, mechanical, plumbing, or gas construction.
- Knowledge of the building trade and of stages of construction when possible defects, violations, or hazardous conditions may most easily be observed and corrected.
- Ability to read and interpret established codes, building construction plans, and specifications
- Ability to enforce codes and regulations firmly, tactfully, and impartially.
- Ability to maintain records and to prepare and submit reports.
- Ability to establish and maintain effective working relationships with employees, contractors, engineers, and the general public.
- Ability to use all applicable computer software to provide reports.
- Requires a valid Florida driver's license.

EDUCATION AND EXPERIENCE

High school diploma or equivalent in education and/or experience. Applicants must have five (5) years of experience in building construction trade as a supervisor, foreman, building contractor, or building inspector. This experience must be verifiable and signed off by a contractor, engineer or architect or they will not qualify to apply for the provisional Building Inspector license. Must obtain provisional state certification for at least two (2) trades; building, electrical, mechanical, plumbing or gas inspector, within three (3) months from date of hire. Must obtain a standard state certification for 2 of the following: building, electrical, mechanical, plumbing and gas inspector within **one (1) year** of provisional certification.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to physically lift, push and move objects. Reaching, climbing, walking, bending and crawling is necessary for inspections. Driving and the operation of a vehicle is a requirement.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

Environmental Factors: Essential functions are performed inside and outside with exposure to various weather conditions. Regular exposure to radiant energy, electrical energy, noisy and dusty conditions, heights and uneven surfaces.

Emergency Response/Recovery Activities: All employees will be required to work before, during, and/or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the City and its citizens.

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

EMPLOYEE/APPLICANT SIGNATURE REQUIRED

I _____ hereby acknowledge receipt and review of this job description with the Safety Services Director, Building Official, and the Director of Administrative Services. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required certifications or licenses for this position and will maintain them if currently held or will obtain them within a time period specified.

(Signature)

(Date)