

City of Lake City, FL

Classification Description

Classification Title: BUILDING INSPECTOR
Department: GROWTH MANAGEMENT

Pay Grade: 11
FLSA Status: Non-Exempt

General Description

This is technical work conducting building inspections to ensure compliance to existing codes, ordinances and/or statutes. Work is performed under the general supervision of the Growth Management Director/Chief Building Official.

Nature of Work

Essential Functions:

- Conducts site visits to make inspections of construction work.
- Records and documents all inspections.
- Provides information and assistance to the public, contractors, and other employees.
- Keeps superiors apprised of inspection activities.
- Assists with maintaining cemetery records and marking graves.
- Investigates and enforces code violations of building code, zoning codes; State of Florida and City Statutes and Ordinances.
- Reviews construction plans and advises plan reviewers on deficiencies.
- Interprets codes and may assist code enforcement employees.
- Discusses plans with Architects, Engineers, and contractors.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for data entry. Uses copiers and other office machinery.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and

BUILDING INSPECTOR I

place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of City Code of Ordinances;
- Knowledge of principles and practices of building construction;
- Knowledge of building, plumbing, mechanical gas and electrical codes;
- Ability to interpret technical designs and blue prints;
- Ability to enforce codes;
- Ability and skills to work with the general public;
- Skills and ability to use standard equipment and testing devices;
- Skill to correct defects in building construction and code violations;
- Ability to obtain a Provisional Inspectors License from the State of Florida or possess a Standard Certificate in at least one inspection discipline; and
- Knowledge and ability to operate computers and basic programs

Minimum Qualifications: Requires high school graduation or possession of a GED (General Education Diploma) with five (5) years experience within the construction industry as a supervisor of people or a licensed contractor or inspector in accordance with chapter 489 or 468 Florida Statutes. Education training from approved college courses may be substituted for experience. Must possess a valid Florida Drivers License.

ESSENTIAL PHYSICAL SKILLS

- Moderate (15 – 50 pounds) lifting and carrying
- Distinguish colors
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to use a computer
- Walking, Standing, Crawling
- Kneeling, Bending
- Bending
- Balancing, Stooping
- Driving

Environmental Conditions:

- Works inside and outside in various weather conditions; noise, slippery and uneven surfaces
- Works at heights up to 50 Feet
- May work in stressful situations

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.