To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

**Building Inspector**

**Department:** Engineering  
**Pay Grade:** 109  
**FLSA Status:** Non-exempt

**JOB SUMMARY**
Inspects new and existing residences, businesses, commercial, and other buildings and structures for conformance with requirements of state and county codes, ordinances, and laws. Informs builders, owners, contractors, and architects of code violations. Work is performed under the general supervision of the Building Official.

**ESSENTIAL JOB FUNCTIONS**
- Conducts site visits to make plumbing, mechanical, gas, structural, and/or electrical inspections of commercial and residential construction.
- Records and documents all inspections.
- Provides information and assistance to the public, contractors, or other employees.
- Keeps superiors apprised of all inspection activities.
- Reviews and signs permit application and conducts sign inspections.
- Investigates building code violations and enforces zoning and licensing regulations.
- Keeps up-to-date on existing and new codes and can read building plans.
- Inspects business locations prior to issuance of occupational licenses.
- Discusses plans with architects, engineers, contractors, and property owners.
- Prepares records and reports of inspections performed covering conditions found, actions taken, as well as names of owners, builders, and addresses of inspections.
- Issues stop work orders.
- Investigates complaints of defective projects that are reported, notifies responsible persons of defects, and issues instructions for corrections.
- Covers the front desk during lunch break and leave time for permit technician.
- Performs other job duties as assigned.
QUALIFICATIONS

Education and Experience:
High School diploma or equivalent (GED); supplemented by five (5) years of construction trades experience with a municipality or county government. In at least three (3) years of the critical disciplines (i.e. electrical, mechanical, plumbing, structural); up to four (4) years of postsecondary education in the field of construction or a related field or, an equivalent combination of education or experience sufficient to successfully perform the essential duties of the job.

Special Qualifications:
- Ability to obtain (1) and (2) Family Dwelling Inspector certifications within six months of employment.
- Possession of a valid State of Florida Driver’s License.
- Certification by the Florida Department of Financial Services, Bureau of Fire Standards Training, as a Fire 1 Inspector preferred.

Knowledge, Skills and Abilities:
- Knowledge of the City codes and ordinances.
- Knowledge of principles and practices of building construction.
- Knowledge of building, plumbing, mechanical, gas, and electrical codes.
- Ability to interpret technical designs and blueprints.
- Ability to enforce codes.
- Ability to use computers.
- Ability to work with the general public
- Ability to communicate orally and in writing
- Skill in the use of standard equipment and testing devices.
- Skill in detecting defects in building construction and code violations.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force to move objects. Additionally, the following physical abilities are required:
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
• Kneeling: Bending legs at knee to come to a rest on knee or knees.
• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
• Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
• Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
• Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
• Reaching: Extending hand(s) and arm(s) in any direction.
• Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
• Standing: Particularly for sustained periods of time.
• Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Talking 2: Shouting in order to be heard above ambient noise level.
• Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
• Visual Acuity 2: Including color, depth perception, and field vision.
• Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
• Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
• Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORK ENVIRONMENT**

• Work is performed inside in an office environment and outdoors in various weather conditions with noise, slippery surfaces, and uneven surfaces.
• Heights (up to 50 feet)
- Some stressful situations.