



## **Building Inspector 3**

**Category:** Classified  
**Pay Grade:** C26  
**Job Code:** 12180

*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.*

### **JOB SUMMARY**

Performs advanced technical and supervisory work examining building construction plans and specifications and performing field inspections to determine compliance with County building codes; reviews plans prior to the issuance of a building permit for residential establishments and the field inspection thereof; carries out discussions with contractors, builders, and owners regarding the approval and disapproval of submitted plans for conformity with the design and safety aspect of proposed installation to the requirements of the building code; furnishes technical advice and assistance to Building Inspectors 1 and 2 regarding unusual or difficult problems encountered.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, assigns, directs, and reviews the work of subordinate inspectors; provides assistance and advice on difficult and unusual situations when necessary;
- Reviews and processes plans and specifications submitted for building permits checking for compliance with existing codes and standards;
- Advises the applicant in preparing or modifying plans or specifications as required;
- Furnishes technical advice and information to field and office personnel within the limits of authority assigned by the Chief Building Inspector or next level supervisor;
- Plans, coordinates, and conducts training courses for field inspectors when so directed;
- Assists in the preparation for prosecution of code violators and represents the County at court hearings;
- Prepares and maintains technical records and reports and performs other clerical and administrative work;
- Performs as Division Supervisor in the absence of the Chief Inspector;
- Trains and supervises other building inspectors;
- Develops code compliance efforts on permit questions with citizens, realtors, owners, contractors, and department personnel;
- Develops or aids with new policies, regulations, and ordinances regarding the issuance of building permits;
- Maintains records and documents that retain the community's eligibility to participate in FEMA'S National Flood Insurance Program and Community Rating System;
- Assists in Community Rating System Program reviews by gathering, investigating, and relaying information for audits;
- Approves engineers and architects as private inspectors;
- Verifies and maintains as-built flood zone documentation;
- Coordinates with EOC and fellow inspectors on disaster damage assessment efforts;
- Confers with Floodplain Administrator or designee on matters pertaining to County floodplain ordinance and FEMA regulations;
- Performs as Division Supervisor;
- May perform data entry and retrieval functions in researching violations and scheduling inspections;

- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Must possess a valid certificate as a Building Inspector as recognized by the State of Florida (Certificate) and six (6) years of experience as a trades foreman, contractor, or at a similar supervisory level, or four (4) years as a plumbing inspector; or a certificate plus Associate's degree in an engineering, planning, construction, or related field, or completion of a two (2) year vocational or technical diploma or certification in a related field and four (4) years as a building inspector; or a certificate plus Bachelor's degree in civil engineering, construction, or related field and two (2) years as a building inspector; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate must obtain a Florida Plans Examiner Certificate within two (2) years of employment and maintain the related continuing education as required by Florida.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of the methods and practices involved in building construction and of standard building testing devices;
- Knowledge of possible defects and faults in building construction and of effective corrective measures;
- Knowledge of the materials and methods used in building construction and of the stages of construction when possible defects and violations may most easily be observed and corrected;
- Knowledge of the codes and regulations governing building construction in the County;
- Skill in enforcing code regulations with tact and uniformity;
- Ability to plan, assign, supervise, and review the work of a staff engaged in inspecting building and construction installations and equipment;
- Ability to apply computer applications and software;
- Ability to read and interpret construction and building diagrams, plans, and blueprints and to recognize deviations from such plans in the construction and installation processes;
- Ability to complete the continuing education required by the state.

## PHYSICAL/MENTAL DEMANDS

This is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly 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.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **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.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.

- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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: 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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.