



**CITY OF LAKE ALFRED
COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

TITLE: Building Inspector
Grade 12
DEPARTMENT: Community Development

GENERAL DESCRIPTION: Professional full-time work involving inspecting and related code enforcement for residential and commercial structures for compliance with plans, building codes, and other regulations. This includes all associated administrative and technical work with the operations of the job related duties. Performs inspections of new buildings under construction and existing buildings which are being repaired, remodeled or enlarged. Commercial and residential buildings are inspected during various stages of completion to insure their structural integrity and to check for conformance with the Florida Building Codes and ordinances. Inspections may be general in nature or may be limited to a specific area, such as residential (one or two dwelling), building, electrical, mechanical, or plumbing. Accountable to and works under the direction of the Building Official or Community Development Director.

ESSENTIAL JOB FUNCTIONS:

- A. Conduct routine and complex inspections; these inspections could include field inspection (re-inspections) for enforcement and compliance of codes, laws, and ordinances related to construction within the City for building, electrical, mechanical, plumbing and or one and two family dwellings depending on the certifications of the inspector.
- B. Inspects mobile/manufactured structure installations for compliance with manufacturer's requirements and state guidelines.
- C. Building inspections include but are not limited to inspections of foundation, concrete slabs, bond beams, tie beams, lintels, plasters, steel placement, columns, framing, insulation, roofing and related construction work for conformance with codes, ordinances, permits and approved plans.
- D. Conducts inspections of mobile homes, accessory buildings, and structures for placement, height foundation, setback and anchorage and additional inspections as required by code.
- E. Electrical inspections include but are not limited to inspection of underground, rough and final electrical systems including grounding, bonding, proper sizing of conductors and the right use of material and additional inspections as required by code.
- F. Plumbing inspections include but are not limited to the inspection of underground sewer and water lines, rough and final plumbing inspections as well as the installation of other plumbing devices and equipment and additional inspections as required by code.
- G. Mechanical inspections including but not limited to the inspections of rough and final inspection of mechanical equipment and ductwork and additional inspections as required by code.
- H. Inspects new, alterations and repair activities for compliance with the approved plans, codes and safety criteria. Checks complaints, prepares written lists of violations and departures from approved plans and/or manufacturer specifications/requirements, follows-up on each case to verify corrections have been made.
- I. Assist with code enforcement, zoning, and BTR as needed. Assist staff with preparing cases for Board of Adjustment or Code Enforcement and provides testimony if needed.
- J. Checks to see that persons performing work are properly licensed and have secured necessary permits.
- K. Maintains records of inspections and other work performed; compiles data and enters inspection results and comments into the appropriate permitting and inspections software.



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- L. Works with the Building Official to posts stop work orders for unpermitted work or to condemn unsafe structures when necessary.
- M. Make recommendations on the city's building, code enforcement, and zoning needs.
- N. Receives and investigates inquiries and complaints regarding building construction, zoning and all other municipal codes.
- O. Work with the Building Official to provide damage assessment assistance to the Emergency Operations Center (EOC) during times of emergency.
- P. Performs other related duties as directed or required by the Community Development Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of the Florida Building Code, International Property Maintenance Code and other municipal, state and federal regulatory codes related to construction, alteration and repair of residential, industrial and commercial structures.
- ❖ Knowledge of principles, practices, methods, materials and techniques involved in building construction, repairs and alterations industry.
- ❖ Knowledge of safety equipment and procedures utilized in conducting construction inspections.
- ❖ Knowledge of code compliance inspection procedures.
- ❖ Ability to read and interpret construction plans and specifications.
- ❖ Ability to detect and locate defective workmanship and materials.
- ❖ Ability to exercise high level of judgment in evaluating situations and making decisions.
- ❖ Ability to perform in all weather and environmental conditions.
- ❖ Ability to communicate effectively both verbally and in writing with external and internal customers, property owners, and contractors about inspection findings.
- ❖ Ability to enforce applicable codes and ordinances firmly, tactfully and impartially.
- ❖ Ability to use mobile office equipment such as cell phones, laptops, mobile printers, GPS equipment, and Wi-Fi enabling software.
- ❖ Ability to use basic computer software, such as word processing and spreadsheets and learn specialized software related to electronic permitting, plans review, and inspections.
- ❖ Ability to perform job effectively and efficiently during times of high volume construction activity.
- ❖ Ability to write clear and concise reports and complete forms accurately.
- ❖ Ability to establish working relationship with elected officials, City Board and Commission members, Planner, City employees and other state, federal and local government agencies.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in related field. Must have a minimum of five (5) years progressively responsible experience in duties related to building construction, inspection and/or design, or in the administration and enforcement of regulatory controls. *(A comparable amount of education, training or experience may be substituted for the minimum qualifications.)*

LICENSES, CERTIFICATION OR REGISTRATION:

- ❖ Must possess and maintain a valid Florida Driver's License
- ❖ Obtain and/or maintain certification by the State of Florida Department of Business and Professional Regulation (DBPR) as a Residential Standard Inspector (One and Two Family Dwelling)
- ❖ Preferred DBPR certification as Standard Plans Examiner



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- ❖ Preferred DBPR certification(s) as Building, Commercial Electrical, Plumbing, or Mechanical Inspector

ESSENTIAL PHYSICAL SKILLS:

- ❖ Normal hearing (with or without hearing aid);
- ❖ Normal visual acuity, field of vision, color perception, and depth perception (with or without correction);
- ❖ Acceptable clarity of speech (with or without reasonable accommodation);
- ❖ Ability to communicate both orally and in writing;
- ❖ The position may require balancing, kneeling, crouching, crawling, stooping, climbing, reaching, pulling, pushing, climbing, grasping, standing, and walking.
- ❖ The position may also require sense of smell, texture perception, and good manual dexterity.
- ❖ Requires light work that involves working or standing some of the time and exerting up to 20 pounds of force on a recurring basis, lifting up to 50 pounds.
- ❖ May be exposed to lights, heights, such as roofs, ceilings, etc.
- ❖ Ability to drive motorized vehicles

ENVIRONMENTAL CONDITIONS:

Works in an office environment as well as outdoors when out on inspections. Work outside in various weather conditions with moderate to loud noise level. The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and noxious odors, and vehicular traffic.

POSITION CLASSIFICATION EXEMPTION STATUS:

Non-Exempt