

City of Fernandina Beach
Job Description



City Managers Signature
1/11/19

Date

Title: Building Inspector
Department: Building Department
FLSA Status: Non-exempt
Reports To: Building Director
Pay Grade: 135

Minimum Qualifications

- A. Education and Experience:
High school diploma or GED and five (5) years of building inspection experience or equivalent experience required. Associates degree with concentration in construction/engineering preferred. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Current State of Florida, Dept. of Business & Professional Regulation Standard Inspector License with all four (4) commercial technical code endorsements and a One & Two Family Dwelling endorsement preferred.
If not certified, immediately upon employment, the selected candidate has 90 days to obtain provisional certification as a One and Two-Family Dwelling Inspector from the Florida Department of Business and Professional Regulation (DPBR). The provisional certification must be converted to a standard license within one year from the date of issuance.
Valid Florida Driver's license required.
- C. Knowledge, Skills, and Abilities:
Thorough knowledge of Florida Building Codes required. Must have a thorough knowledge of City codes and ordinances, all technical codes related to new and existing construction, principles and practices of building construction and plans review. Ability to read and interpret construction plans and specifications. Must have excellent interpersonal skills and demonstrated ability to exercise high level of judgment. Must possess excellent oral and written communication skills. Proficiency in Microsoft Office Suite required.

General Description

Under the direction of the Building Director, this position is responsible for the direct regulatory administration of inspection of building construction, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with existing codes, ordinances, and State statutes.

Essential Functions:

1. Conducts field inspections in accordance with city procedures and the adopted codes and standards in licensed disciplines.

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DLM
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1/10/19
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2. Prepares written lists of violations and departures from approved plans and/or manufacturer specifications/requirements.
3. Inspects mobile/manufactured structure installations for compliance with manufacturer's requirements and state guidelines as appropriate.
4. Interprets and enforces the Florida Building Code and other relevant codes and ordinances.
5. Effectively communicates with property owners and contractors about inspection findings.
6. Enters inspection results and comments into the appropriate permitting and inspections software.
7. Prepares daily route to inspection sites using traditional and web-based maps as well as GPS technology.
8. Regularly communicates with plans examiners, other City divisions and external agencies to provide coordinated responses to customers.
9. Communicates with supervisors about field inspections in which assistance is required.
10. Posts stop-work orders, as directed, for unpermitted work.
11. May be required to provide damage assessment assistance during times of emergencies.
12. Checks on-site compliance with construction height and setback requirements.
13. Attends and participates in administrative meetings as required.
14. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
15. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to distinguish colors, ability to communicate (orally and in writing), driving, moderate lifting and carrying (up to 44 lbs.), reaching, pulling, pushing, walking, climbing, crawling, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment and outside in various weather conditions with noise, slippery or uneven surfaces, and at heights of up to 50 feet.

Key Competencies

Integrity, organizational skills, professional knowledge, analytical skills, attention to detail, interpersonal skills, and communication (oral and written).