

City of Flagler Beach

JOB TITLE: Building Inspector

DEPARTMENT: Building

SUMMARY: Under general direction of the Chief Building Official, this position is responsible for technical work consisting of field inspections during construction, alteration, or repair on all types of structures to enforce Code and Ordinance compliance. Inspections include a single or combination of disciplines (building, electrical, mechanical, and plumbing inspections).

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are not in any hierarchical order)

1. Travel to and perform inspections on permitted job sights to determine compliance with specifications, building codes, and other regulations.
2. Use survey instruments, metering devices, tape measures, and test equipment to perform inspections.
3. Maintain daily logs and supplement inspection records with photographs when required.
4. Inspect work sites to identify potential environmental or safety hazards.
5. Evaluate construction projects to determine compliance with external standards or regulations.
6. Issue violation notices and stop-work orders, conferring with owners, violators, and authorities to explain regulations and recommend rectifications.
7. Notify supervisors of any anomalies or discrepancies that relate to the building, equipment and anything else with predetermined guidelines.
8. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS: Understand and ability to read building plans to ensure they meet building codes, local ordinances, zoning regulations, and contract specifications. Knowledge of construction sites overall compliance requirements. Basic computer skills. Customer service skills.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a potentially extreme work setting. There is frequent need to stand, walk, sit, talk or hear, lift heavy objects (up to 75 pounds) and perform other similar actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position will also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Must possess a minimum of one (1) Florida Department of Business and Professional Regulation (DBPR) Standard Certification as a One and Two family Dwelling Building Inspector or Building Inspector or equivalent with the DBPR OR must have at least five (5) years of experience at the supervisory/master level in building and possess the ability to obtain one (1) DBPR Provisional Inspector Certification as a One and Two Family Dwelling Building Inspector or Building Inspector within six (6) months of hire date as a condition of continued employment and obtain DBPR Standard Inspector Certification within twelve (12) months from the approval date of the Provisional certification. Must possess and maintain a valid Florida driver's license.