



The City Beautiful

City of Coral Gables Job Description

Job Title:	Building Inspector	Prepared Date:	2/06
Department:	Building & Zoning	Approved By:	
Classification:	1101	Approved By:	
Pay grade:	22C		
FLSA:	Non-Exempt		

Summary

Performs technical inspection work in the enforcement of City codes and ordinances regulating building construction, alterations, and repairs. Receives assistance from supervisor on new or difficult inspections; however, most field work is done independently and requires knowledge of applicable codes, rules, regulations, and construction methods combined with skill and tact in explaining standards and reasons for compliance to builders, professional engineers, architects and the general public. Work is subject to periodic checks and inspections.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Inspects building under construction for compliance with building code requirements. Inspects sites before construction for practicability of plans and ensures that buildings are built in compliance with approved plans and specifications. Checks sites before footings are poured, and checks construction in progress.

Inspects alteration and repair jobs by checking sites and existing buildings. Checks roof and foundation connections for building additions, heating and air conditioning apparatus, exits, fire escapes, smokestacks, chimney, skylights, etc.

Maintains record of inspections. Prepares reports, inspections and investigations as required. Performs Code Enforcement Officer duties as required. Secures evidence in cases of violation. Investigates complaints regarding alleged code violations, determines validity of claim and recommends remedial action. Re-inspects as necessary.

Assists and advises architects, engineers, specialty contractors, homeowners and building owners and associates, City officials and the general public.

Inspects demolitions, site cleanups, docks, davits, seawall repair, patios, etc.

Testifies in court on code violation cases.

Performs related duties as required.

Knowledge, Skills, and Abilities

Considerable knowledge of the methods, materials, and techniques involved in building construction, repair and alteration. Considerable knowledge of possible structural and building defects and flaws in building construction and of effective corrective measures.

Knowledge of the South Florida Building Code and all other applicable codes, standards and regulations pertaining to building construction and related activities. Ability to detect and locate defective workmanship and material and to ascertain the state of construction when defects are most easily found and remedied. Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems. Ability to establish and maintain effective working relationships with subordinates and other employees, building owners, contractors, architects, engineers and the general public. Ability to understand and work from plans, drawings and diagrams; prepare complete and accurate records.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Considerable experience in one or more of the building construction trades.

Must be certified by the Board of Rules and Appeals

Minimum five years construction experience in a supervisory capacity and at least one of the following:

(1) A General Contractor's license and a current Certificate of Competency issued by the Florida Construction Industry Licensing Board; **or**

(2) A General Contractor's license issued and a current Certificate of Competency by Miami-Dade County Construction Trade Qualifying Board; **or**

(3) A General Contractor's license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals; **or**

(4) two years construction experience and possessing an Associate of Science Degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possessing a current certificate of competency as a general contractor, in the State of Florida.

or

(5) A current license from the State of Florida as an Architect or Engineer and building construction experience.

Must obtain Mechanical Inspector license from the State and County within 90 days of employment.

Valid Florida Driver's License