



The City Beautiful

City of Coral Gables Job Description

Job Title: Chief Building Inspector
Department: Development Services
Classification: 1100
Pay grade 26EB
FLSA: Exempt

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Summary

Performs technical and supervisory work in the enforcement of City codes and ordinances, and the Florida Building Code, regulating building construction, alterations and repairs. Conducts inspections and oversees the work of field inspectors to ensure compliance with laws and regulations pertaining to building construction. Works independently on field inspections and routine office duties; consulting with a technical supervisor on more difficult or unusual problems. Exercises considerable initiative and independent judgment under the general direction of the Building Director or designee.

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.

Schedules and assigns work of building inspectors, renders technical advice and assistance and evaluates work performance. Develops operating procedures, subject to the provisions of established laws, ordinances, and department policies.

Coordinates work schedules with other trade inspectors and with other City departments. Schedules and participates in annual inspection of business and government buildings and housing greater than duplexes.

Inspects buildings 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. Investigates complaints regarding alleged code violations by assigning follow-up review and taking remedial action.

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

Examines plans prior to issuing permits. Approves or rejects plans in accordance with applicable codes. May be required to serve as Acting Building Official on occasion and as directed.

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

Issues building permits, calculates fees, verifies contractor certification, issues notices of violations, attends court hearings as expert witness and issues certificates of occupancy.

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 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. Ability to supervise the work of others in a manner conducive to full performance and high morale.

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, use hands to fingers, 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, copies 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 of the job.

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 and be one of the following:

- (1) A Florida Registered Professional Engineer having practiced within the area of jurisdiction of this Chapter for at least five years.
- (2) A Florida Registered Architect having practiced within the area of jurisdiction of this Chapter for at least 5 years.
- (3) A licensed General Contractor with five years' experience, all of which shall have been within the jurisdiction of this Chapter.

- (4) A currently certified Building Official, Plans Examiner or Inspector having five years of experience in such position(s), three years of which shall have been within the jurisdiction of this Chapter.
- (5) A currently certified Building Inspector having an Associate of Science Degree in a course of education approved by the Board of Rules and Appeals and having five years' experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of this Chapter; or three years' experience as a Building Official, Plans Examiner or Inspector, all of which shall have been within the jurisdiction of this Chapter.

Must obtain Chief Building Inspector license from the County within 90 days of employment.

Valid Florida Driver's License