The City Beautiful

City of Coral Gables
Job Description

Job Title: Building Inspector
Department: Development Services
Classification: 1101
Pay grade: 24CB
FLSA: Non-Exempt

Prepared Date: 06/2013
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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 buildings under construction for compliance with building code requirements. 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, fire escapes, chimneys, skylights, etc.

Maintains records of inspections. Prepares reports, inspections and investigations as required. Secures evidence in cases of violation. Investigates complaints regarding alleged code violations, determines validity of claims 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 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, 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 and considerable experience in one or more of the building construction trades. 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 and a current Certificate of Competency issued by the 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 Miami-Dade County Board of Rules and Appeals.

An Associate of Science Degree in Building Code Enforcement, awarded for completion of an educational course approved by the Miami-Dade County Board of Rules and Appeals, may substitute for two of the required five years of construction experience for applicants who are Licensed General Contractors with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trade Qualifying Board.

A current license issued by the State of Florida as an Architect or Engineer may substitute for three of the required five years of construction experience.

Certification by the Miami-Dade County Board of Rules and Appeals required.

Miami-Dade County Building Inspector certification (commercial roofing and/or residential roofing) preferred.

Valid Florida Driver's License