



Village of Palmetto Bay

Position Description

POSITION OPENS:	MONDAY, JUNE 6, 2016
POSITION CLOSES:	FRIDAY, JUNE 24, 2016

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE:	Building Inspector and Plans Examiner
FUNCTIONAL AREA:	Community and Economic Development, Building & Permitting Division
PAY GRADE:	25
PAY RANGE:	Min.: \$29.44 Hourly/ \$5,102.83 Monthly/\$61,234 Annually Max.: \$47.99 Hourly/ \$8,317.67 Monthly/\$99,812 Annually
CLASSIFICATION:	Full-Time; Exempt
APPROVED/UPDATED:	May 2016

General Summary:

Performs responsible technical work to ensure compliance with applicable building codes, laws, regulations, and ordinances relating to building construction, alterations and repairs; exercises considerable initiative and independent judgment under the general direction of the Building Official.

Supervision Received and Exercised:

Reports to the Building Official.

Essential Duties and Responsibilities

- ◆ Reviews building plans, blueprints and specifications to ensure that all construction, repair, addition or alteration project is compliant with currently-adopted building codes and applicable village and county ordinances.
- ◆ Performs on-site inspections of construction sites for compliance with applicable building code requirements; assesses building conditions and issues notices of violations as applicable.
- ◆ Inspects sites before construction for practicability of plans and ensures that buildings are built in compliance with approved plans and specifications. Maintains inspection records and logs; prepares inspection and/or investigation reports, as required.
- ◆ Issues building permits, calculates fees, verifies contractor certification, issues notices of violations, attends court and code compliance hearings, and may serve as an expert witness when necessary.
- ◆ Provides technical assistance, information and guidance to owners, contractors, engineers, architects, and the general public concerning building practices, building codes, permitting requirements and other such related matter.
- ◆ Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance.
- ◆ Performs other duties as delegated by the Building Official.

Minimum Qualifications

Education & Experience

- ◆ A High School Diploma or a GED equivalent and prior work experience in at least one of the main building construction trades.



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- ◆ Licensed by the State of Florida Building Code Administrators and Inspectors Board as A Building Code Inspector and Building Code Plans Examiner.
- ◆ Must meet the licensing qualifications and be able to be certified by the Board of Rules and Appeals set forth in Section 8-21, Chapter 8 of the Code of Miami-Dade County for a Building Inspector and Building Plans Examiner.
- ◆ Must meet the licensing qualifications set forth in Section 8-21, Chapter 8 of the Code of Miami-Dade County for a Commercial/Residential roofing inspector and have or be able to obtain a certificate from the Miami-Dade County Board of Rules and Appeals as such.
- ◆ Must possess or be qualified to obtain the State of Florida Standard Certificate as a Building Plans Examiner pursuant to Florida Statutes 468.609 and the Miami-Dade Board of Rules and Appeals certification as a Building Plans Examiner pursuant to the Miami Dade County Code Section 8-21.2.
- ◆ Must have a valid State of Florida motor vehicle operator's license.

Other Required Competencies

- ◆ Must be fluent in the English language. Ability to communicate in Spanish is preferred.
- ◆ Must be able to apply technical knowledge and follow proper inspection techniques to examine workmanship, methods and materials of construction.
- ◆ Ability to read and interpret building plans and detect deviations from plans, regulations and standard construction practices.
- ◆ Must possess the ability to communicate effectively and concisely, both orally and in writing.
- ◆ Ability to proactively maintain effective working relationships with elected officials, co-workers and members of the general public; ability to maintain highly ethical and moral standards.

Work Conditions & Physical Factors:

- ◆ Work is performed both indoors in an office environment and outdoors working with and around a variety of equipment, in different climate conditions with full exposure to the elements.
- ◆ Must be able to and possess the manual dexterity to operate typical office equipment including a desktop computer, printer, telephone, copier, fax, etc...
- ◆ Must be able to perform inspections, which will require climbing ladders, navigating the terrain of construction sites, standing or sitting for extended periods of time, traveling to various work locations and lifting and carrying light to moderate objects.
- ◆ May be exposed to heat, noise, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards.
- ◆ May require bending, twisting, walking, climbing, reaching, carrying, kneeling, crawling, standing; may push, pull or lift items up to 50 pounds in weight; may also walk on slippery and/or uneven surfaces.
- ◆ Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.
- ◆ Must be able to hear clearly even in a noisy environment.

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.