



Village of Palmetto Bay

Position Description

POSITION TITLE:	Chief Building Inspector
FUNCTIONAL AREA:	Building & Capital Projects
PAY GRADE:	25
PAY RANGE:	Min.: \$61,234 Annual/ \$29.44 Hourly Max.: \$99,812 Annual/ \$47.99 Hourly
CLASSIFICATION:	Full-Time; Exempt
APPROVED/UPDATED:	May 2015/ May 2015

POSITION OPENING DATE & TIME	MAY 15, 2015- 5:00 P.M.
POSITION CLOSING DATE & TIME	OPEN UNTIL FILLED

General Summary:

Performs highly responsible supervisory and technical work to enforce national, state and local codes, laws, regulations, and ordinances relating to 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 Capital Projects Director.

Supervision Received and Exercised:

Reports to the Building Capital Projects Director; supervises and directs any and all inspectors employed or contracted by the Village of Palmetto Bay.

Essential Duties and Responsibilities

- ◆ Responsible for the inspections of construction, repair, addition or alteration projects that require compliance with the Building Code and other applicable construction codes
- ◆ 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.
- ◆ Reviews building and roofing plans and permit applications to ensure that they conform to current building and structural codes
- ◆ Schedules and assigns the work of building inspectors, renders technical advice and assistance and evaluates work performance
- ◆ Maintains record of inspections. Prepares reports, inspections and investigations as required.
- ◆ Issues building permits, calculates fees, verifies contractor certification, issues notices of violations, attends court hearings as expert witness.
- ◆ Issues certificates of occupancy
- ◆ Observes building conditions and issues notices of violations for corrections of violations.
- ◆ Enforces, explains and interprets pertinent sections of the Building Code.



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- ◆ Issues verbal and written notices of code violation and citations for code violations.
- ◆ Presents code violation cases to the code compliance Special Master.
- ◆ Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance
- ◆ Performs other duties as delegated by the Building and Capital Projects Director.

Minimum Qualifications

Education & Experience

- ◆ A High School Diploma or a GED equivalent
- ◆ Certification by the State of Florida Building Code Administrators and Inspectors Board
- ◆ Must meet the licensing qualifications set forth in Section 8-20, Chapter 8 of the Code of Miami-Dade County for a Chief Building Inspector
- ◆ Must meet the licensing qualifications set forth in Section 8-20, 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 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 motor vehicle operator's license

Other Required Competencies

- ◆ Must be fluent in the English language. Ability to communicate in Spanish is preferred.
- ◆ Ability to maintain highly ethical and moral standards.
- ◆ Must be able to apply technical knowledge and follow proper inspection techniques to examine workmanship, methods and materials of construction
- ◆ Ability to 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 maintain effective working relationships with fellow workers and members of the general public

Work Conditions & Physical Factors:

- ◆ Ability to work in an outdoor setting and perform inspections, which may require climbing ladders, standing or sitting for extended periods of time, traveling to various work locations and lifting and carrying light to moderate objects

The minimum requirements may be waived by the Village Manager. 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.