

INSPECTOR IV

MAJOR FUNCTION

The primary function of this position is to perform daily inspections for compliance with codes and ordinances in force. The purpose of the work is to ensure the continued health, safety and welfare of the public.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Will inspect in-trade residential and commercial structures, and inspect residential and commercial structures in three alternate trades.
- Inspections are made to ensure that the work being performed and inspected meets the minimum requirements of applicable codes and ordinance.
- Assists and clearly communicates with the public, both orally and in writing, to explain Code and County policy questions. Assists other inspectors with inspections when necessary.
- Organizes and plans daily route in a manner to ensure efficient use of time resources.
- Collects, organizes and maintains documentation associated with assigned inspection activities.
- Submits required daily reports and other written or oral presentations to the Division Manager, and/or the Building Director.
- Cross training and employee development through certification in all trade disciplines is desirable.
- Updates inspection results in department permit processing application.
- Performs independent research and training on codes to ensure current knowledge of trends and developments in the field.
- Provides routine cleaning and scheduling of maintenance on assigned vehicles and equipment.
- Maintains effective and courteous communication with the public regarding inspection activities.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

Plumbing Inspectors

INSPECTOR IV

- Ensures compliance with the current adopted Plumbing Code and County Ordinances for the installation of sanitary drainage systems, storm water drainage systems, irrigation systems potable and non-potable water distribution systems and the setting of all plumbing fixtures.

Mechanical Inspectors

- Ensures compliance with the adopted Mechanical Code, Gas Code and any pertinent County Ordinances as they relate to the installation of heating, ventilation, air conditioning, and exhaust systems. This also includes the installation of refrigeration equipment, duct work systems, electrical, and gas operated and cooling appliances, fireplaces and gas operated boiler/water heaters, hydronic and fuel gas piping systems, and solar energy equipment.

Electrical Inspectors

- Ensures compliance with the latest State-approved edition of the National Electric code (NFPA-70) and all pertinent County Ordinances and on all electrical services, distribution panels, sub-panels, and branch circuits, including all raceways, wiring, grounding, switches, outlets and devices. The inspections are done in all industrial, commercial, agricultural, and residential structures that receive electrical system power from utility companies, generators, and solar systems.

Building Inspectors

- Ensures compliance with the Florida Building Code, Standard for Hurricane Resistance and County Ordinances. Required are inspections of footings, slabs, lintels, tie beams, wall framing, and sheathing, roof framing and sheathing, shingles, stairs, guardrails, handrails, grading for proper drainage and any other aspects of structural safety, fire safety, and handicap accessibility.

SECONDARY FUNCTIONS

- Answers telephone inquiries.
- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, citizens, customers of the department, and city, county and state agencies on a daily basis, and occasionally with employees of other departments in the County. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

INSPECTOR IV

Education and Experience

High School graduate or GED, and must evidence a minimum of five (5) years of either construction and/or inspection experience or evidence a combination of post secondary education in a related field and experience which totals five (5) years in the category sought. . Meet the requirements of F.S. 468, Part XII, for Inspectors.

Licenses

Requires a valid Florida Driver License.

Certifications

Requires Standard License through the State of Florida as an In-Trade Inspector and three (3) Standard State of Florida Licenses in alternate inspector trade disciplines.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.

Specialized Skills and Abilities

INSPECTOR IV

- Construction background with knowledge of building, plumbing, electrical, or mechanical, disciplines.
- Ability to communicate with members of the public in a tactful, courteous way.
- Ability to write legibly.
- Ability to read blueprints, specifications and maps.
- Ability to perform computer data entry and inquiries.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organizational or team goals rather than individual concerns. This includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, cell phone, small hand tools, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will be required to stand, walk, and/or sit for a least one hours, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to fifty pounds; will regularly be required to talk and hear. Specific vision abilities required by this job include close, distance, color, and peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and will frequently be exposed to outdoor weather conditions. Must perform extensive driving from one location to another. Noise level in the work environment is usually moderate, but work in the field may occasionally expose the employee to very loud noise levels.

Established: 10/99

Pay Grade: 19

Job Description Number: 3013

Category: 3

Status: NE

Revised: 10/2005

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