

TOWN OF OCEAN RIDGE JOB DESCRIPTION

JOB TITLE: BUILDING INSPECTOR / PLANS EXAMINER / CODE ENFORCEMENT OFFICER
BUILDING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, this part-time position is responsible for interpreting Florida Building Codes, Town codes and ordinances, performing inspections on all types of construction, reviewing plans and code enforcement functions.

Important focus areas include safeguarding Town ordinances and efficient use of Town resources, customer service, assisting residents with code compliance, attending code magistrate hearings as required, construction site management, records management, and all other official business of the Town on building code matters.

Ensures compliance with Town codes pertaining to building, zoning, land use, land development, dune trimming and planting, signs, and tree planting or removal through permitting, field inspections and field observation reports, notices of violation and citations (assisted by Town Police personnel as appropriate). Performs follow-through to resolution of the matters, with related duties as assigned by specified deadlines and in accordance with established policies, procedures, standards, and objectives.

Reports to the Building Official.

SPECIFIC DUTIES AND RESPONSIBILITIES

Conducts on-site building construction and renovation inspections to ensure compliance; notifies Building Clerk of inspection results on same day.

Under direction of the Building Official, reviews routine building permit applications including building plans and documents for compliance with Town Land Development Code, Comprehensive Plan, Florida Building Code, and all other state and federal statutes that pertain to construction.

Performs research related to enforcement of Town Codes.

Assists persons with requests for variances and special exceptions.

Consults with the Building Official on all critical building/code related matters.

Conducts damage assessments related to natural disasters.

Performs customer service functions related to Building Department activities; interprets and discusses construction codes and related ordinances with contractors, property owners, Town Officials, and the general public; provides information related to building permits, inspections, procedures, and other issues; responds to questions, complaints, or requests for service by specified deadlines and in accordance with established policies, procedures, standards, and objectives.

Reviews elevation certificates in conjunction with the Building Clerk.

Issues Stop Work Orders as appropriate.

Prepares Building Department related reports and surveys; performs research and compiles data for special projects, reports or surveys as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.

Assists with Building Department records management functions.

Serves as one of the Town's Code Enforcement Officers. Monitors the town on a daily basis in conjunction with the Building Official and Police Department to observe potential code violations, and receives complaints regarding town code violations. Processes field observation reports related to code violations, opens code enforcement cases as necessary, provides reasonable timelines for compliance and resolution, documents steps taken regarding resolution, demonstrates that resolution has been achieved, and notifies property owner and complainant of resolution by specified deadlines and in accordance with established policies, procedures, standards, and objectives.

Provides backup in the absence of the Building Official and/or Building Clerk.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or general equivalency diploma (GED), preferably supplemented by some building trades or other relevant vocational course work. Prefer demonstration of five (5) years' experience as a Construction Site Supervisor/Contractor, Certified Building Inspector, or any combination of training and experience which provides the required knowledge, skills and abilities.

Meets eligibility requirements for certification as a residential inspector as set forth in Rule 61G19-6.017, FAC and ability to obtain a provisional 1 & 2 Family Building Inspector and Plans Examiner license per same (see below). The Department of Business and Professional Regulation for the State of Florida grants a "provisional" license to an individual with field experience to obtain an immediate license under the supervision of the Building Official. The new hire will be given two years after issuance of provisional license to obtain certification by passing the required exams.

Possession of a valid driver's license issued by the State of Florida is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices of commercial and residential construction.

Knowledge of federal, state and local building codes, safety requirements, and contractor licensing and insurance requirements.

Knowledge of structural, electrical, mechanical, gas, plumbing and fire-prevention codes for building construction.

Knowledge of the geography, boundaries and streets of the town.

Knowledge of town ordinances including the Land Development Code and the Comprehensive Plan.

Skill in oral and written communication.

Skill in reviewing construction plans, site plans and surveys.

Ability to interact with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control.

Must be able to work independently of direct supervision within established guidelines and capable of sustaining regular and predictable attendance.

Possess excellent listening, speaking and communication skills.

Ability to complete all forms and reports legibly and accurately; and read/interpret technical documents.

Possess organizational skills and the ability to prioritize and perform multiple tasks in a fast-paced environment.

Ability to establish and maintain effective working relationships with co-workers, supervisors, other Town employees, governmental officials and the general public.

GUIDELINES:

Guidelines include the Land Development Code, Comprehensive Plan, Florida Building Codes, and other state and standard building codes.

COMPLEXITY:

The work consists of some administrative duties and work directly related to building inspection and permitting duties.

SCOPE AND EFFECT:

The purpose of this position is to ensure that construction meets applicable building codes and Town codes. Successful performance in this position helps assure compliance with established construction standards.

PERSONAL CONTACTS:

Contacts are typically with co-workers, contractors, attorneys, engineers, business and property owners, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS:

The work is typically performed with the employee sitting, standing or stooping. The employee must occasionally lift heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

WORK ENVIRONMENT:

The work is performed in an office and at construction sites. The employee is exposed to dust, dirt, and occasional inclement weather.

Eligibility Requirements for Certification as a Residential Inspector as set forth in Rule 61G19-6.017, FAC

- a. Five years' experience as a registered or certified state general, building, or residential contractor in a supervisory capacity that included operational control and direction of building, mechanical, electrical, and plumbing personnel or subcontractors on residential projects; or
- b. Five years' experience as a job superintendent or project manager in a supervisory capacity that included operational control and direction of building, mechanical, electrical, and plumbing personnel or subcontractors on residential projects; or
- c. Five years' experience including two years of hands-on electrical experience, two years of hands-on building experience, and one year of hands-on experience in either mechanical or plumbing; or
- d. Standard certification as an inspector in any of the categories listed in Section 468.603(6), F.S., plus at least six months' hands-on experience in each of the following areas in which the applicant does not hold standard certification: building, plumbing, electrical, and mechanical; or
- e. A combination of post-secondary education in the field of construction or a related field and experience in the category sought which totals four years, with at least one year of such total being experience in the category sought in construction, building code inspection, or plans review; or
- f. A combination of technical education in the field of construction or a related field and experience in the category sought which totals four years, with at least one year of such total being experience in the category sought in construction, building code inspection, or plans review; or
- g. Standard certification as an inspector in any of the categories listed in Section 468.603(5), F.S., plus satisfactory completion of a residential training program of not less than 500 hours. [training program]; or
- h. Standard certificate/license as a fire safety inspector issued pursuant to Chapter 633, F.S., with four years verifiable full-time experience conducting fire safety inspections plus satisfactory completion of a residential inspector training program of not less than 500 hours. [training program]