

MAJOR FUNCTION

This is advanced technical work performing complete compliance inspections of residential buildings, environmental, plumbing, sign, mechanical, gas, zoning and electrical installations and work securing compliance with construction codes regulating building construction, alterations, and repairs. An employee in a position assigned to this class is cross-trained and able to perform all types of inspections of residential structures. The incumbents report to a higher-level supervisor. Work is performed in both the field and office and requires independent judgment. Assignments are reviewed by a superior through written and oral reports, as well as by re-inspections.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews plans, drawings, and blueprints. Conducts building, environmental, electrical, gas, mechanical, zoning, and plumbing inspections on new constructions of one and two family residences, mobile homes, renovations and additions to all one and two family residences. Documents information for any required corrective action necessary to insure compliance with applicable codes. Informs contractors or homeowners when code violations occur. Conducts inspections of commercial structures when needed. Inspects building, plumbing, sign, mechanical, gas, and electrical installations for compliance with appropriate code(s) and construction drawings. Issues verbal orders for work found in violation of code(s). When necessary, issues a "Stop Work" order and advises supervisor immediately of issuance. Performs follow-up inspections to insure violations have been corrected. Records all inspections in personal computer daily. Assists in prosecution of code(s) violators not correcting their work as directed. Prepares written reports of inspection findings. Performs related work as required.

Inspectors enforce codes as listed below. Codes "referenced" in the basic code are not listed.

- Tallahassee City Ordinance, Chapter 3 (Construction Regulations)
- Tallahassee City Ordinance, Chapter 7 (Signs)
- Tallahassee City Ordinance, Chapter 10 (Zoning).
- Tallahassee City Ordinance, Chapter 5 (Environmental)

Other Important Duties

Obtains engineering data when necessary to insure compliance with codes. Completes necessary paperwork for required reports. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of appropriate codes. Knowledge of general construction material and methods of various disciplines of the residential construction industry. Considerable knowledge of and proficiency with inspectional procedures. Considerable knowledge of the legal procedures related to the enforcement of the code(s). Ability to read, interpret, and enforce appropriate code(s) with good judgment, firmness, and impartiality. Ability to read, interpret and uniformly apply state mandated codes when technical facts are presented by those with expertise in the applicable code. Ability to read and interpret technical drawings, plans, and blueprints. Ability to tactfully lead the public into voluntary compliance with the code(s). Ability to adequately present an oral or written report. Ability to detect hazardous conditions, particularly those immediately endangering life, health, and safety. Skills in assessing the construction of one and two family dwellings including the structural, mechanical, electrical and plumbing systems. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and eight years of skilled or technical experience in the building, electrical, mechanical or plumbing construction trades; or conducting inspections in one of the aforementioned construction trades for a governmental or regulatory entity; or an equivalent combination of training and experience.

Necessary Special Requirements

Must be a contractor registered with the State of Florida, meeting the City of Tallahassee's competency requirements; a contractor certified by the State of Florida; an architect or engineer registered with the State of Florida; possess a Standard Building, Residential Electric, Plumbing or Mechanical Inspector license issued by the State of Florida; or meet the eligibility requirements to obtain a Provisional Building, Residential Electric, Plumbing or Mechanical Inspector license issued by the State of Florida, at time of appointment. Individuals who do not possess the Standard Building, Residential Electric, Plumbing or Mechanical Inspector license must obtain the Standard Building, Residential Electric, Plumbing or Mechanical Inspector and Standard One and Two Family Inspector license issued by the State of Florida within one year after appointment, as a condition of continued employment; all others must obtain the Standard One and Two Family Inspector license issued by the State of Florida within one year of appointment, as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-10-97
Revised: 07-19-00
09-03-03
10-03-03*
12-14-05
07-13-09*