

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date:	3/2/2018	Department:	Development Services (3440A)
Title/(Status)/Job Code:	Building Inspector, I – III (1088)	Reports To:	Building Official
Pay Grade/Salary Range:	PG – 109 \$33,749.88 - \$52,312.31	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A professional position responsible for performing inspections to ensure compliance with codes and ordinances regulating building construction, alterations, and repairs.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Inspects buildings under construction for compliance with building code requirements.
- Inspects sites before construction for practicability of plans, check sites before footing is poured, and checks construction in progress.
- Inspects alterations and repair jobs, checks roof and foundation connections for building additions.
- Perform routine electrical, plumbing, mechanical and other related code inspections to include ADA compliance and other state or federal regulations.
- Assists and advises contractors, building owners and associates, County officials and the public regarding building codes, and enforces contractor licensing ordinances.
- Prepares all necessary reports, records and documentation according to regulations and established procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all types of building construction materials and methods.
- Knowledge of stages in construction where defects and violations may most easily be observed and corrected.
- Ability to detect structural and other faults.
- Ability to read and interpret plans, specifications and blueprints quickly and accurately.
- Ability to compare plans, blueprints and specifications with construction in progress.
- Ability to prepare comprehensive reports and maintain accurate records.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 25% of the time. The individual in this position frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Occasionally ascends/descends stairs, climb ladders, scaffolding, etc. Consistently works in an outdoor environment. Occasionally works in inclement outdoor weather conditions. Frequently operates a motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school or possession of an acceptable equivalency diploma required. A minimum of five (5) years of experience as an inspector, builder, engineer, architect, superintendent, foreman or mechanic in charge of construction. Must meet experience requirements of Standard Building Code.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess a valid Florida Driver License. Must have a minimum one (1) standard certification for Building Inspector I, have two (2) standard certifications for Building Inspector II and have three (3) standard certifications for Building Inspector III, to be specified by the Building Official. Employee may be employed under the provisional status for Building Inspector I, but will be required to obtain certification within (2) years of employment by the County, unless otherwise exempted by statute or administrative code and employee will adhere to trainee employment status, per the Highlands County Personnel Rules & Regulations Manual. Three (3) standard certifications shall be obtained within five (5) years employment. One and two family certifications would be considered equivalent to one (1) certification. All standard certifications shall be approved by the Department of Business and Regulations (DPR).