



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**POSITION TITLE:** Building Inspector I  
**DEPARTMENT:** Development Services

**DATE OPENED:** 02/17/16  
**HIRING RANGE:** \$17.71 to \$26.57 (Hourly DOQ)

**POSITION FUNCTION:** Under the direction of the Building Official, performs duties necessary to support the Building Inspections Division to ensure the safety and health of the general public by conducting field inspections to ensure construction practices are in compliance with established City Codes, industry standard codes and approved plans. Duties include, but are not limited to, on-site inspections of buildings in various stages of construction, alteration and/or repair; investigating complaints; and maintaining records of all related activities.

**ESSENTIAL DUTIES:**

1. Performs duties necessary to support the Building Inspections Division to ensure the safety and health of the general public by conducting field inspections to ensure construction practices are in compliance with established City Codes, industry standard codes and approved plans. Duties include, but are not limited to, on-site inspections of buildings in various stages of construction, alteration and/or repair; investigating complaints; and maintaining records of all related activities. Responsible to issue and follow up on violations and permits, collect fees and fines, and initiate abatement and/or corrective actions and procedures.
2. Assists in basic building plan review to ensure consistency with builders, businesses and homeowners attaining and maintaining compliance with the City's Code of Ordinances, Land Development Regulations, International Codes, and the Florida Building Code.
3. Assists the Utilities, Public Works, Fire, Planning and Code Compliance with the coordination of Code related compliance issues and criteria.
4. Performs other duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES:** Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, and one (1) to three (3) years work related experience in construction, plumbing, electrical or related field are required. Ability to obtain a State of Florida One and Two Family Dwelling Plans Examiner certification is required within 90 days of hire in order remain employed. Work requires the ability to read, interpret and understand Codes, construction plans and specifications. Work requires substantial independent judgment and decision-making in the field. Must possess excellent oral and written communication skills. Should be competent in the use of Microsoft Excel, Word and Power Point software, and other work related software. Ability to establish and maintain effective working relationships with City employees, other local government representatives, contractors, vendors and the general public is essential. Ability to detect hazards and violations and recommend corrective action. Ability to enforce regulations with consistency, tact and courtesy in both oral and written manner and/or methods. Ability to exhibit professional demeanor. Ability to visually inspect areas, travel to sites, and document inspections. Working knowledge of the International Building Code, International Mechanical Code, International Plumbing Codes, International Residential Code, and the National Electrical Code. Working knowledge of current construction methods, materials, tools and equipment. Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

Interested candidates must submit an employment application to the Human Resources Department, City of Haines City, 620 E. Main Street, Haines City, FL 33844. Applications and job announcements are available at [www.hainescity.com](http://www.hainescity.com). Positions are considered "Open Until Filled," unless otherwise specified.

**Our Mission**

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*

**P.R.I.D.E.**

Professionalism • Responsiveness • Integrity • Diversity • Ethics