



# HAINES CITY

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## BUILDING INSPECTOR III

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### **POSITION FUNCTION**

A Building Inspector III performs construction inspections on development projects in accordance with relevant state and local codes, standards, approved plans and manufacturer specifications and requirements. He or she plays an important role in ensuring that approved development is safe and meets the standards of the Florida Building Code and associated State Statutes.

### **ESSENTIAL DUTIES**

- Conducts field inspections in accordance with city procedures and the adopted codes and standards in licensed disciplines
- Prepares written lists of violations and departures from approved plans and/or manufacturer specifications/requirements
- Inspects mobile/manufactured structure installations for compliance with manufacturer's requirements and state guidelines as appropriate
- Interprets and enforces the Florida Building Code and other relevant codes and ordinances
- Effectively communicates with property owners and contractors about inspection findings
- Enters inspection results and comments into the appropriate permitting and inspections software
- Prepares daily route to inspection sites using traditional and web-based maps as well as GPS technology
- Regularly communicates with plans examiners, other city divisions and external agencies to provide coordinated responses to customers
- Communicates with supervisors about field inspections in which assistance is required
- Posts stop-work orders, as directed, for unpermitted work
- May be required to provide damage assessment assistance during times of emergencies

### **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of construction codes, standards and ordinances.
- Knowledge of principles, practices and techniques used in building construction industry.
- Ability to read and interpret construction plans and specifications.
- Ability to exercise high level of judgment in evaluating situations and making decisions.
- Ability to perform in all weather and environmental conditions.
- Ability to communicate effectively, both verbally and in writing, with external and internal customers.
- Ability to use basic computer software.
- Knowledge of or ability to learn specialized software related to electronic permitting, plans review and inspections.
- Ability to perform job effectively and efficiently during times of high-volume construction activity.
- Ability to see colors, hear sounds at a normal level and perform tasks that require eye and hand coordination.
- Ability to write clear and concise reports and complete forms accurately.

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated. The job description herein provides for the range of duties to be performed for this position. It is not intended to reflect all duties that are required within this position.

### **MINIMUM QUALIFICATIONS**

- Graduate of an accredited high school or possess an acceptable equivalency diploma
- Must have a valid driver's license or be able to secure a valid Florida Driver's license at the time of employment for this position

### **MANDATORY CERTIFICATION/LICENSURE**

- Must possess a standard license as a One- and Two-Family Dwelling Inspector **and** one of the following trades: Building, Commercial Electrical, Plumbing or Mechanical Inspector from the Florida Department of Business and Professional Regulation (DBPR)
- *Alternatively*, a candidate must possess standard licenses in three of the following trades: Building, Commercial Electrical, Plumbing or Mechanical Inspector.
- *Failure to maintain mandatory licenses may be cause for termination*

### **SPECIAL PREFERENCES**

- Plans Reviewer Licenses
- Haines City reserves the right to give special preference to those qualified applicants who are licensed in specialty trades for which the city has the most need at the time of position posting.
- Bilingual (Spanish and English)