BUILDING INSPECTOR
JOB DESCRIPTION

JOB TITLE: Building Inspector	CLASSIFICATION: Technician	IMMEDIATE SUPERVISOR: Building Administrator or Plan Review Analyst
PAY GRADE: 24	DEPT: 2400 Community Development	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Responsible for technical plans review and inspection work involving enforcement of and compliance with codes and ordinances in all areas related to construction.

SUPERVISION EXERCISED: May provide limited supervision of permitting and customer service staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects new and existing construction of public and private facilities, residential areas and buildings for conformance with building and safety standards, laws and ordinances.
- Inspects construction work by Village employees.
- Verifies applicable permits have been secured by contractors prior to inspections.
- Performs plan review and inspects workmanship to verify compliance with regulations and ordinances with respect to construction and recommends methods of improvement.
- Prepares and submits reports; maintains records of projects.
- Monitors construction plans and work for compliance with regulations and ordinances.
- Assists with building code interpretations; assists with assignment of daily inspections to other department employees.
- Responds to and resolves citizen complaints and code violations.
- Provides technical information to Director.
- Interacts with the general public regarding generalized information and specific projects.

OTHER DUTIES:

- Responds to emergency assignments as needed.
- Performs duties of Code Enforcement Inspector.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma;
- Considerable experience in construction or related field including code enforcement;

- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the Florida Building Code and associated manuals, principles, practices, and techniques of modern construction and inspection; thorough knowledge of standard building and other related codes and ordinances.
- Knowledge of the Village's zoning code and ordinances.
- Considerable knowledge of the Village's geography.
- Considerable knowledge and skills in regarding the detection and remedy of possible defects and faults in construction.
- Ability to enforce codes tactfully, firmly and impartially.
- Ability to consult with building owners, contractors and others; ability to establish and maintain effective working relationships with other employees and the public;
- Ability to read, understand and interpret plans, drawings, blueprints and specifications.
- Ability to prepare reports and maintain records.
- Computer skills (word processing, spread sheets, permit tacking software, and data bases).

SPECIAL REQUIREMENTS:

- Inspectors, Building, Electrical, Plumbing, and Mechanical, are encouraged to become Cross Certified within the categories outlined below. Cross Certifications will be limited to one additional certification in each fiscal year in the discipline as determined by the Department Head. There will be three (3) different Cross-Certifications approved.
- Provisional & 1st Certification (*Must obtain State Certification/Provisional within one (1) year of start date for both Commercial and Residential)
- Cross-Certified I (Upon obtaining 2nd State Certification of an additional Commercial/Residential Inspector discipline)
- Cross-Certified II (Upon obtaining 3rd State Certification of an additional Commercial/Residential Inspector discipline)
- Cross-Certified III (Upon obtaining 4th and final State Certification of an additional Commercial/Residential Inspector discipline).

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is often required to climb a ladder, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:
Applicable building codes, Village Code of Ordinances, computer, plats, site plans, master plans, blueprints, maps, telephone, and other related equipment.

ENVIRONMENTAL CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:
Created: 4-24-06
Revised: 07-23-07
Revised: 10-27-08
Revised: 4-29-10
Revised: 6-21-10

ELECTRICAL INSPECTOR
JOB DESCRIPTION

JOB TITLE: Electrical Inspector	CLASSIFICATION: Technician	IMMEDIATE SUPERVISOR: Building Administrator or Plan Review Analyst
PAY GRADE: 24	DEPT: 2400 Community Development	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Responsible for inspections of municipal electrical installations to ensure compliance with Village codes, ordinances and regulations governing the installation and operation of electrical systems and equipment.

SUPERVISION EXERCISED: May provide limited supervision of permitting and customer service staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects all electrical work performed done by Village employees.
- Inspects all new and existing wiring and electrical installations in residences and private buildings for conformance with electrical and safety standards, Village ordinances and regulations.
- Ensures that contractors obtain the applicable permits prior to inspections.
- Checks plans and workmanship to ensure that all electrical work complies with ordinances and regulations; recommends methods of correction.
- Prepares reports and maintains records of work performed.
- Maintains a safe working environment.

OTHER DUTIES:

- Follows up on complaints and violations to ensure their satisfactory completion and/or resolution.
- Responds to emergency calls when necessary.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma, and
- Considerable experience in construction or related trade, and
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of practices, procedures, methods and tools relative to constructing, installing, maintaining and operating a variety of electrical installations, equipment and appliances.

- Considerable knowledge of the possible defects and faults in electrical wiring and construction or electrical installation, and the knowledge of how such defects are most easily located and remedied.
- Ability to enforce codes tactfully, firmly and impartially.
- Ability to consult with building owners, contractors, electricians and others to establish and maintain effective working relationships regarding compliance issues.
- Ability to read, understand and interpret plans, drawings, blueprints and specifications.
- Ability to prepare reports and maintain records.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- Inspectors, Building, Electrical, Plumbing, and Mechanical, are encouraged to become Cross Certified within the categories outlined below. Cross Certifications will be limited to one additional certification in each fiscal year in the discipline as determined by the Department Head. There will be three (3) different Cross-Certifications approved.
- Provisional & 1st Certification (Must obtain State Certification/Provisional within one (1) year of start date for both Commercial and Residential)
- Cross-Certified I (Upon obtaining 2nd State Certification of an additional Commercial/Residential Inspector discipline)
- Cross-Certified II (Upon obtaining 3rd State Certification of an additional Commercial/Residential Inspector discipline)
- Cross-Certified III (Upon obtaining 4th and final State Certification of an additional Commercial/Residential Inspector discipline).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to walk and climb on uncompleted structures, scaffolding, 30-foot ladders, and walk up and down staircases, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:
Standard Building Codes, National Electrical Codes, Village Code of Ordinances, computer, plats, site plans, master plans, blueprints, maps, telephone, pager and other related equipment.

ENVIRONMENTAL CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and is exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is moderately noisy or loud when in the field.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience, oral interview and reference check. Job related tests might be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB HISTORY:
Reviewed 1-22-04
Revised 7-23-07
Revised 10-27-08
Revised 5-5-09
Revised 4-30-10
Revised: 6-21-10

PLUMBING/MECHANICAL INSPECTOR
JOB DESCRIPTION

JOB TITLE: Plumbing/Mechanical Inspector	CLASSIFICATION: Technician	IMMEDIATE SUPERVISOR: Building Administrator or Plan Review Analyst
PAY GRADE: 24	DEPT: 2400 Community Development	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Responsible for technical plans review and inspection work involving enforcement of and compliance with codes and ordinances in all areas related to plumbing and mechanical.

SUPERVISION EXERCISED: May provide limited supervision of permitting and customer service staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects new and existing construction of public and private facilities, residential areas and buildings for conformance with plumbing and mechanical safety standards, laws and ordinances.
- Inspects construction work by Village employees.
- Verifies applicable permits have been secured by contractors prior to inspections.
- Performs plan review and inspects workmanship to verify compliance with regulations and ordinances with respect to plumbing and mechanical, recommends methods of improvement.
- Prepares and submits reports; maintains records of projects.
- Monitors construction plans and work for compliance with regulations and ordinances.
- Assists with building code interpretations; assists with assignment of daily inspections to other department employees.
- Responds to and resolves citizen complaints and code violations.
- Provides technical information to Building Administrator and or Community Development Director.
- Interacts with the general public regarding generalized information and specific projects.

OTHER DUTIES:

- Responds to emergency assignments as needed.
- Performs duties of Code Enforcement Inspector.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma;
- Considerable experience in construction or related field including code enforcement;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the Florida Building Code and associated manuals, principles, practices, and techniques of modern construction and inspection; thorough knowledge of standard building and other related codes and ordinances.
- Knowledge of the Village's zoning code and ordinances.
- Considerable knowledge of the Village's geography.
- Considerable knowledge and skills in regarding the detection and remedy of possible defects and faults in plumbing/mechanics.
- Ability to enforce codes tactfully, firmly and impartially.
- Ability to consult with building owners, contractors and others; ability to establish and maintain effective working relationships with other employees and the public;
- Ability to read, understand and interpret plans, drawings, blueprints and specifications.
- Ability to prepare reports and maintain records.
- Computer skills (word processing, spread sheets, permit tacking software, and data bases).
- Ability to communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS:

- Inspectors, Building, Electrical, Plumbing, and Mechanical, are encouraged to become Cross Certified within the categories outlined below. Cross Certifications will be limited to one additional certification in each fiscal year in the discipline as determined by the Department Head. There will be three (3) different Cross-Certifications approved.
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- Cross-Certified II (Upon obtaining 3rd State Certification of an additional Commercial/Residential Inspector discipline)
- Cross-Certified III (Upon obtaining 4th and final State Certification of an additional Commercial/Residential Inspector discipline).
- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 months; No more than six (6) points on your license within the last 24 months.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is often required to climb a ladder, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:
Applicable building codes, Village Code of Ordinances, computer, plats, site plans, master plans, blueprints, maps, telephone, and other related equipment.

ENVIRONMENTAL CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:
Revised: 07-23-07
Revised: 10-18-08
Revised: 05-05-09
Revised: 04-30-10
Revised: 5-25-10
Revised: 6-21-10