



## **TOWN OF SURFSIDE BUILDING INSPECTOR**

**DEPARTMENT:** BUILDING

**NON-EXEMPT**

### **GENERAL DESCRIPTION:**

Responsible technical work conducting building inspections and roofing inspections to ensure compliance to existing codes, ordinances and statutes. Work is performed under the general supervision of the Building Official. The Building Inspector requires the ability to effectively and cordially communicate with and create successful business relationships with citizens, construction personnel, contractors and design professionals.

### **ESSENTIAL JOB FUNCTIONS:**

1. Conducts site visits to make building and/or roofing inspections.
2. Records and documents all inspections.
3. Provides information and assistance to the public, contractors, or other employees.
4. Keeps superiors apprised of all inspection activities.
5. Checks site plans for conformity to applicable codes.
6. Investigates code violations and enforces regulations as directed.
7. Reviews building plans.
8. Interprets codes.
9. Discusses plans with architects, engineers, etc.
10. Calculates permit costs.
11. Issues permits.
12. Develops new forms and procedures.
13. Assists other departments with construction related issues.
14. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of national, state and local laws, codes, ordinances and regulations concerning building and roofing installations and repair.
- Knowledge of the Town codes and ordinances.

- Knowledge of principles and practices of building construction.
- Knowledge of building and roofing codes.
- Ability to interpret technical designs and blueprints.
- Ability to enforce codes.
- Ability to read, understand, explain, and apply regulations.
- Ability to work with the general public.
- Skill to use standard equipment and testing devices.
- Skill to correct defects in building constructions and code violations.
- Basic computer knowledge for data entry.

**EDUCATION AND EXPERIENCE:**

High School graduation or possession of an acceptable equivalency diploma. At least five (5) years experience within a construction related field as an inspector, engineer, architect, or construction superintendent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Miami-Dade County Board of Rules and Appeals (B.O.R.A.) certification as Building Inspector and Roofing Inspector.
- Valid Florida Driver's License.
- Department of Building and Professional Regulation (DBPR)-Building Code Administrators and Inspectors Board (BCAIB): Standard license and Building Inspector.
- All requirements of the Florida State Statues.

**ESSENTIAL PHYSICAL SKILLS:**

- Moderate (15 to 44 pounds) lifting and carrying.
- Distinguish colors.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Walking.
- Standing.
- Crawling.
- Kneeling.
- Bending.
- Balancing.
- Stooping.
- Driving.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and out-of-doors in various weather conditions with noise, slippery surfaces, uneven surfaces.
- Heights (up to 50 ft).
- Some stressful situations.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: 3/18/08; 5/5/08; 4/10/12; 3/26/2021

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature: \_\_\_\_\_

