



**TOWN OF SURFSIDE
CHIEF INSPECTOR
(PLUMBING, MECHANICAL, STRUCTURAL, ELECTRICAL, ROOFING)**

DEPARTMENT: BUILDING

NON-EXEMPT

GENERAL DESCRIPTION:

Responsible technical work conducting building inspections, plumbing, mechanical, structural and electrical to insure compliance to existing codes, ordinances and statutes. Work is performed under the general supervision of the Building Official.

ESSENTIAL JOB FUNCTIONS:

1. Conducts site visits to make plumbing, mechanical, structural and/or electrical 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.

(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 electrical, plumbing, structural and mechanical installation and repair.
- Knowledge of the Town codes and ordinances.
- Knowledge of principles and practices of building construction.
- Knowledge of building, plumbing, mechanical, gas, electrical 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:

SBCCI Certification as a Building, Plumbing, Electrical and Mechanical Inspector.
Valid Florida Driver's License.
Department of Professional License.
All requirements of the Florida State Statutes.

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.)

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

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: _____

