

# **JOB DESCRIPTION**

**JOB TITLE:** BUILDING INSPECTOR

**DEPARTMENT:** ADMINISTRATION

**DIVISION:** BUILDING AND PLANNING

**REPORTS TO:** BUILDING OFFICIAL

**SALARY:** \$30,972.11 - \$53,503.36

**REVISED:** September 20, 2015

## **NON-EXEMPT**

### **GENERAL DESCRIPTION:**

Does responsible inspection work for the purpose of enforcing codes regulating building construction and related activities. Inspection duties are performed in the categories of building, electrical, plumbing, gas and mechanical for which the inspector is qualified and licensed.

### **ESSENTIAL JOB FUNCTIONS:**

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, relates to, or is a logical assignment to the position).

- Inspects buildings, plumbing, electrical, heating, air conditioning, gas and mechanical installations in the process of construction, expansion, alteration or removal and assures that such work is done in conformance with applicable codes, approved plans and permits. Upon completion of construction, makes final inspection to verify full compliance with codes, approved plans and ordinances.
- Interprets pertinent codes, ordinances and other regulations when questions' arise.
- Confers with and explains building codes, both interpretation and intent, to architects, engineers, contractors, inspectors, and others.
- Reviews preliminary plans with architects, engineers, contractors, and owners to provide information on code requirements in order to minimize problems when plans are submitted for approval.
- Considerable tact and courtesy are necessary in meetings with architects, engineers, contractors and others to explain what materials are needed for plans review and to assist in altering or modifying plans to meet code requirements.
- Computes square footage of buildings, estimated cost, and calculates building permit and impact fees.
- Regular attendance at County Board Meetings.

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

- Considerable knowledge of building codes.
- Considerable knowledge of methods, practices and materials used in building construction.
- Considerable knowledge of inspection processes and techniques.
- Considerable knowledge of federal, state and local legislation affecting building standards.
- Ability to interpret building construction codes, zoning ordinances and flood control regulations, and to enforce them tactfully and impartially.
- Ability to read and interpret construction plans, blueprints and schematics.
- Ability to establish and maintain effective working relationships with employees, officials and the general public.
- Ability to be firm in requiring remedy of building code violations.
- Ability to follow oral and written instructions and to prepare and submit clear, concise and accurate reports.
- In case of an emergency or crisis situation (hurricane, flood, etc.), position is required to perform reasonable duties as assigned by immediate supervisor.

## **ESSENTIAL PHYSICAL SKILLS:**

Walking, standing, sitting, kneeling, bending, squatting, crawling, and climbing. Use of both hands, fingers and feet. Possess good vision, hearing and the ability to speak clearly and concisely. Must be able to operate a motor vehicle. Ability to distinguish colors.

## **MINIMUM QUALIFICATIONS: (Per Florida Statutes 468.629)**

- Is at least 18 years of age.
- Is of good moral character.
- Meets eligibility requirements according to one of the following criteria:
  1. Demonstrates 5 years' combined experience in the field of construction or a related field, building code inspection, or plans review corresponding to the certification category sought;
  2. Demonstrates a combination of postsecondary education in the field of construction or a related field and experience which totals 4 years, with at least 1 year of such total being experience in construction, building code inspection, or plans review;
  3. Demonstrates a combination of technical education in the field of construction or a related field and experience which totals 4 years, with at least 1 year of such total being experience in construction, building code inspection, or plans review;
  4. Currently holds a standard certificate as issued by the board, or a fire safety inspector license issued pursuant to chapter 633, has a minimum of 5 years' verifiable full-time experience in inspection or plan review, and satisfactorily completes a building code inspector or plans examiner training program or not less than 200 hours in the certification category sought. The board shall establish by rule criteria for the development and implementation of the training programs;or

5. Demonstrates a combination of the completion of an approved training program in the field of building code inspection or plan review and a minimum of 2 years' experience in the field of building code inspection, plan review, fire code inspections and fire plans review of new buildings as a fire safety inspector certified under s. 633.216, or construction. The approved training portion of this requirement shall include proof of satisfactory completion of a training program of not less than 300 hours which is approved by the board in the chosen category of building code inspection or plan review in the certification category sought with not less than 20 hours of instruction in state laws, rules, and ethics relating to professional standards of practice, duties, and responsibilities of a certificate holder. The board shall coordinate with the Building Officials Association of Florida, Inc. to establish by rule the development and implementation of the training program.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Ability to obtain provisional Certificate as a Building Inspector from the State of Florida Department of Business and Professional Regulation within 120 days of hire. (See Complete Florida Statute following).
- Ability to obtain Standard Certification from the State of Florida Department of Business and Professional Regulation within 1 year of employment as Building Inspector.
- Must possess and maintain valid State of Florida driver's license or a valid out of state driver's license and obtain the State of Florida within 10 days of employment.

### **EQUIPMENT USED**

Motor vehicle, Personal computer, calculator and telephone.

### **WORKING ENVIRONMENT/CONDITIONS:**

**Constant:** Working inside and closely with others. Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**Very Frequently:** Field environment to visit sites, occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions. Occasionally it is necessary to climb ladders/scaffolding, (up to 50 feet) etc. and crawl under buildings. Some stressful situations.

## **2015 Florida Statutes**

[Title XXXI REGULATION OF PROFESSIONS AND OCCUPATIONS](#)

[Chapter 468 MISCELLANEOUS PROFESSIONS AND OCCUPATIONS](#) **Entire**

### **Chapter**

#### **SECTION**

**609**

**Administration of this part; standards for certification; additional categories of certification.**

**468.609 Administration of this part; standards for certification; additional categories of certification.—**

(1) Except as provided in this part, any person who desires to be certified shall apply to the board, in writing upon forms approved and furnished by the board, to take the certification examination.

(2) A person may take the examination for certification as a building code inspector or plans examiner pursuant to this part if the person:

(a) Is at least 18 years of age.

(b) Is of good moral character.

(c) Meets eligibility requirements according to one of the following criteria:

1. Demonstrates 5 years' combined experience in the field of construction or a related field, building code inspection, or plans review corresponding to the certification category sought;

2. Demonstrates a combination of postsecondary education in the field of construction or a related field and experience which totals 4 years, with at least 1 year of such total being experience in construction, building code inspection, or plans review;

3. Demonstrates a combination of technical education in the field of construction or a related field and experience which totals 4 years, with at least 1 year of such total being experience in construction, building code inspection, or plans review;

4. Currently holds a standard certificate as issued by the board, or a fire safety inspector license issued pursuant to chapter 633, has a minimum of 5 years' verifiable full-time experience in inspection or plan review, and satisfactorily completes a building code inspector or plans examiner training program of not less than 200 hours in the certification category sought. The board shall establish by rule criteria for the development and implementation of the training programs; or

5. Demonstrates a combination of the completion of an approved training program in the field of building code inspection or plan review and a minimum of 2 years' experience in the field of building code inspection, plan review, fire code inspections and fire plans review of new buildings as a firesafety inspector certified under s. [633.216](#), or construction. The approved training portion of this requirement shall include proof of satisfactory completion of a training program of not less than 300 hours which is approved by the board in the chosen category of building code inspection or plan review in the certification category sought with not less than 20 hours of instruction in state laws, rules, and ethics relating to professional standards of practice, duties, and responsibilities of a certificate holder. The

board shall coordinate with the Building Officials Association of Florida, Inc., to establish by rule the development and implementation of the training program.

(3) A person may take the examination for certification as a building code administrator pursuant to this part if the person:

(a) Is at least 18 years of age.

(b) Is of good moral character.

(c) Meets eligibility requirements according to one of the following criteria:

1. Demonstrates 10 years' combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with at least 5 years of such experience in supervisory positions; or

2. Demonstrates a combination of postsecondary education in the field of construction or related field, no more than 5 years of which may be applied, and experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent which totals 10 years, with at least 5 years of such total being experience in supervisory positions.

(4) No person may engage in the duties of a building code administrator, plans examiner, or building code inspector pursuant to this part after October 1, 1993, unless such person possesses one of the following types of certificates, currently valid, issued by the board attesting to the person's qualifications to hold such position:

(a) A standard certificate.

(b) A limited certificate.

(c) A provisional certificate.

(5)(a) To obtain a standard certificate, an individual must pass an examination approved by the board which demonstrates that the applicant has fundamental knowledge of the state laws and codes relating to the construction of buildings for which the applicant has building code administration, plans examination, or building code inspection responsibilities. It is the intent of the Legislature that the examination approved for certification pursuant to this part be substantially equivalent to the examinations administered by the International Code Council.

(b) A standard certificate shall be issued to each applicant who successfully completes the examination, which certificate authorizes the individual named thereon to practice throughout the state as a building code administrator, plans examiner, or building code inspector within such class and level as is specified by the board.

(c) The board may accept proof that the applicant has passed an examination which is substantially equivalent to the board-approved examination set forth in this section.

(6)(a) A building code administrator, plans examiner, or building code inspector holding office on July 1, 1993, shall not be required to possess a standard certificate as a condition of tenure or continued employment, but

shall be required to obtain a limited certificate as described in this subsection.

(b) By October 1, 1993, individuals who were employed on July 1, 1993, as building code administrators, plans examiners, or building code inspectors, who are not eligible for a standard certificate, but who wish to continue in such employment, shall submit to the board the appropriate application and certification fees and shall receive a limited certificate qualifying them to engage in building code administration, plans examination, or building code inspection in the class, at the performance level, and within the governmental jurisdiction in which such person is employed.

(c) The limited certificate shall be valid only as an authorization for the building code administrator, plans examiner, or building code inspector to continue in the position held, and to continue performing all functions assigned to that position, on July 1, 1993.

(d) A building code administrator, plans examiner, or building code inspector holding a limited certificate can be promoted to a position requiring a higher level certificate only upon issuance of a standard certificate or provisional certificate appropriate for such new position.

(e) By March 1, 2003, or 1 year after the Florida Building Code is implemented, whichever is later, individuals who were employed by an educational board, the Department of Education, or the State University System as building code administrators, plans examiners, or inspectors, who do not wish to apply for a standard certificate but who wish to continue in such employment, shall submit to the board the appropriate application and certification fees and shall receive a limited certificate qualifying such individuals to engage in building code administration, plans examination, or inspection in the class, at the performance level, and within the governmental jurisdiction in which such person is employed.

(7)(a) The board may provide for the issuance of provisional certificates valid for 1 year, as specified by board rule, to any newly employed or promoted building code inspector or plans examiner who meets the eligibility requirements described in subsection (2) and any newly employed or promoted building code administrator who meets the eligibility requirements described in subsection (3). The provisional license may be renewed by the board for just cause; however, a provisional license is not valid for a period longer than 3 years.

(b) No building code administrator, plans examiner, or building code inspector may have a provisional certificate extended beyond the specified period by renewal or otherwise.

(c) The board may provide for appropriate levels of provisional certificates and may issue these certificates with such special conditions or requirements relating to the place of employment of the person holding the certificate, the supervision of such person on a consulting or advisory basis, or other matters as the board may deem necessary to protect the public safety and health.

(d) A newly employed or hired person may perform the duties of a plans examiner or building code inspector for 120 days if a provisional certificate application has been submitted if such person is under the direct supervision of a certified building code administrator who holds a standard certification and who has found such person qualified for a provisional certificate. Direct supervision and the determination of qualifications may also be provided by a building code administrator who holds a limited or provisional certificate in a county having a population of fewer than 75,000 and in a municipality located within such county.

(8) Any individual applying to the board may be issued a certificate valid for multiple building code inspection classes, as deemed appropriate by the board.

(9) Certification and training classes may be developed in coordination with degree career education centers, community colleges, the State University System, or other entities offering certification and training classes.

(10) The board may by rule create categories of certification in addition to those defined in s. [468.603](#)(6) and (7). Such certification categories shall not be mandatory and shall not act to diminish the scope of any certificate created by statute.

**History.**—s. 24, ch. 93-166; s. 52, ch. 94-119; s. 8, ch. 98-287; s. 4, ch. 98-419; s. 7, ch. 99-254; s. 34, ch. 2000-141; s. 16, ch. 2000-372; s. 14, ch. 2001-372; s. 3, ch. 2007-187; s. 1, ch. 2007-227; s. 10, ch. 2009-195; s. 5, ch. 2012-13; s. 142, ch. 2013-183.