

## ***TITLE: BUILDING AND CODE INSPECTOR***

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### **MAJOR FUNCTION:**

This is a technical position responsible for inspection of construction projects in accordance with the Florida Building Code and the Codes and Ordinances of the City of South Pasadena. Also performs clerical and customer service functions associated with these responsibilities.

### **PERFORMANCE RESPONSIBILITIES:**

- Performs field inspections to ensure compliance with the Florida Building Code and the Land Development Code of the City of South Pasadena dealing with construction, building, life/safety, planning and zoning, and related issues.
- Performs field inspections pertaining to building code enforcement violations of City ordinances.
- Determines if work or service is being performed by those who are properly licensed and/or possess valid permits for said work or services.
- Meets with contractors to discuss matters related to projects.
- Informs members of the public about specific code requirements and answers code specific questions.
- Assists with customer service questions and concerns relating to construction and inspections.
- Maintains data base of inspection activities.
- Drafts and distributes inspection reports, correspondence, and memos.
- Prepares violation notices, stop work orders, red tags, and other notifications as necessary
- Assists in development review process.
- Assists with code violation cases and civil court cases when applicable.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge, Abilities, and Skills:** Has knowledge of the Florida Building Code, land use, zoning codes, and enforcement practices. Able to enforce codes tactfully, firmly, and impartially while exercising independent judgment. Able to handle stressful, personal contact situations. Able to perform physical work associated with field inspections. Able to maintain good working relationships with property owners, contractors, other employees, and the general public.

**Education and Experience:** High school diploma or equivalent. Minimum of 2 certifications from the State of Florida Department of Business and Professional Regulations as a Building Inspector and at least one of the following: Mechanical Inspector, Plumbing Inspector, Electrical Inspector. Possession of or ability to obtain a third certification within 12 months of employment. Five years of experience as an architect, engineer or contractor. Preference is given to public sector experience. Possession of a valid Florida driver's license.