

**City of Dunedin, Florida**  
**Class Description**

**JOB TITLE: Building Inspector (Level I – IV)**  
**Planning & Development Department**

**GENERAL STATEMENT OF JOB**

Under general supervision, conducts inspections of residential and commercial buildings under construction and/or existing buildings to ensure compliance with all applicable building, electrical, mechanical, gas and plumbing codes, ordinances, regulations and state statutes. Prepares and maintains required records and reports. Performs related work as directed. Reports to the Building Official.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Inspects residential and commercial buildings during and after renovations or construction for building, electrical, plumbing, gas and/or mechanical code compliance as indicated by licensure; notifies owner or contractor of defects found and orders their correction.

May inspect mobile home and other temporary structure set-ups and tie-downs.

May enforce zoning setbacks and easements.

Examines blueprints and specifications for construction, renovations and alterations to ensure compliance with codes and ordinances.

Interprets Florida building, electrical, mechanical and plumbing codes to City personnel, professionals and the general public.

Maintains inspection records with accuracy; enters inspection results into computer.

Communicates with developers, contractors, architects, engineers and property owners to discuss projects and inspection results.

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Prepares and issues notices of violation; presents cases to the Code Enforcement Board as required. Performs follow-up inspections and prepares affidavits of compliance as applicable.

Attends classes, seminars, workshops, etc., to enhance job knowledge and skills as required for continuing education.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine office work as required, including but not limited to answering the telephone and returning messages, typing reports and correspondence, copying and filing documents, assisting customers at the counter, recording/retrieving data on computer, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED and five years combined experience in the field of construction or a related field, inspection, or plans review.

Associate's degree in building construction or related field preferred.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Licensure by the Florida Building Code Administrators and Inspectors Board (BCAIB) as follows:

Level I - Requires one (1) standard inspector certification, preferably as a building inspector, or the ability to obtain a provisional license in at least one (1) inspector category.

Level II - Requires two (2) standard inspector certifications, preferably as a building inspector and one (1) other category, or the ability to obtain a provisional license in at least two (2) inspector categories.

Level III\*\* - Requires three (3) standard inspector certifications, preferably as a building inspector and two (2) other categories, or the ability to obtain a provisional license in at least three (3) inspector categories.

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Level IV - Requires four (4) standard inspector certifications, preferably as a building inspector and three (3) other categories, or the ability to obtain a provisional license in at least four (4) inspector categories.

\*\*Standard certification as a One & Two Family Dwelling Inspector or the ability to obtain a provisional license as a One & Two Family Dwelling Inspector may be substituted.

Must possess a valid Florida driver's license.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Building Inspector (Level I – IV). Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize and /or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to provide leadership and supervision as required. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to use, operate and/or handle equipment such as a computer, copier,

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calculator, telephone, hand tools, testing devices, drafting tools, etc. Is knowledgeable in the design, methods and materials of building construction and electrical, plumbing, gas and mechanical systems.

**Verbal Aptitude:** Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic and geometric operations; ability to calculate surface areas, volumes, weights and measures. Has the mathematical ability to handle required calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-30 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks involve occasional exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dusts/pollen, electric currents, noise extremes, vibrations, machinery hazards.

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*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Planning & Development Director

12/4/2015  
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Date

