



**BUILDING DEPARTMENT INSPECTORS/
PLAN REVIEWERS
JOB DESCRIPTION**

JOB TITLE: Building Dept Inspectors/Plan Reviewers	CLASSIFICATION: Officials/Administrators	IMMEDIATE SUPERVISOR: Plan Review Intake Supervisor/Community Development Director
PAY GRADE: 126 + Pay for certifications pursuant to Chap 2, Section 2-11	DEPT: 2400 Community Development	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for technical plans review and inspection work involving enforcement of and compliance with codes and ordinances in all areas related to one or more of the four trade disciplines.

SUPERVISION EXERCISED: May provide limited supervision of permitting and customer service staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects new and existing construction of public and private facilities, residential areas and buildings for conformance with the trade he/she is certified in for safety standards, laws and ordinances.
- Inspects construction work by Village employees.
- Verifies applicable permits have been secured by contractors prior to inspections.
- Performs plan review and inspects workmanship to verify compliance with regulations and ordinances with respect to their certified and recommends methods of improvement.
- Prepares and submits reports; maintains records of projects.
- Monitors construction plans and work for compliance with regulations and ordinances.
- Assists with building code interpretations; assists with assignment of daily inspections to other department employees.
- Responds to and resolves citizen complaints and code violations.
- Provides technical information to Community Development Director.
- Interacts with the general public regarding generalized information and specific projects.

OTHER DUTIES:

- Responds to emergency assignments as needed.
- Performs duties of Code Enforcement Inspector as needed.
- Performs other duties as assigned.
- Perform plan review within scope as needed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma;
- Considerable experience in construction or related field including code enforcement;
- Any related combination of training and experience.
- Building Department Inspector/Plan Reviewers shall be hired with the ability to obtain a provisional or have one inspection certification, commercial and residential, in one of the four trades and receive a second certification in either plans or inspection within 18 months of hire.
- Prefer Plan Review Certification

Knowledge, Skills and Abilities:

- Thorough knowledge of the Florida Building Code and associated manuals, principles, practices, and techniques of modern construction, plan review and inspection; thorough knowledge of standard building and other related codes and ordinances.
- Knowledge of the Village's zoning code and ordinances.
- Considerable knowledge of the Village's geography.
- Considerable knowledge and skills in regarding the detection and remedy of possible defects and faults in plumbing/mechanical systems.
- Ability to enforce codes tactfully, firmly and impartially.
- Ability to consult with building owners, contractors and others; ability to establish and maintain effective working relationships with other employees and the public;
- Ability to read, understand and interpret plans, drawings, blueprints and specifications.
- Ability to prepare reports and maintain records.
- Computer skills (word processing, spread sheets, permit tacking software, and data bases).
- Ability to communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS:

- Employees are encouraged to be cross licensed in both inspection and plan review. Pursuant to the needs of the department, employees are eligible to receive two (2) additional certifications each fiscal year. Employees are eligible to receive additional certification pay once they meet the minimum two (2) certification criteria pursuant to Policy and Procedure Chapter 2, section 2-11, wages, subsection (C).
- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 months; No more than six (6) points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is often required to climb a ladder, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Applicable building codes, Village Code of Ordinances, computer, plats, site plans, master plans, blueprints, maps, telephone, and other related equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference check; criminal background check, job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:

Created: 07-24-18