



BUILDING INSPECTOR

**PAY GRADE: 14
NON-EXEMPT**

INTRODUCTION

The City of Gulfport is looking for new members to join our team who are aligned with our core values of commitment to excellence; customer service; and embracing diversity, transparency, and accountability. Our employees enjoy careers that are professionally and personally rewarding and that provide fair and reliable compensation.

Learn more about the City of Gulfport at mygulfport.us or read on to learn more about this exciting opportunity to join our team.

MAJOR FUNCTION

This is responsible technical work in both office and field to determine if performance in the field is in compliance with prevailing regulatory codes related to electrical, structural, plumbing, mechanical, and landscape design/installation during all phases of construction or rehabilitation of residential, commercial, and industrial properties. Specific instruction and areas of responsibility are set forth when initial duty assignments are made by the Building Official which requires limited supervision. Work is reviewed through reports, observations, conferences, and obtained results.

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Inspects residential, commercial, and industrial buildings for compliance with the established codes.
- Determines if work or service is being performed by those who are properly licensed and/or possess valid permits for said work or services.
- Determines if performance in the field complies with that which the building permit stipulates.
- Meets with contractors to discuss matters related to the buildings.
- Informs individuals about specific code requirements and answers code specific questions.
- Responsible for the quality control of construction projects for adherence to approved plans and specifications.
- Provides information to the public regarding construction projects.
- Responsible for code enforcement related to municipal code violations, occupational license registrations, etc.

- Responsible for Florida Building Code violations.
- Provides information to the public regarding violations of City, County, and State codes, and solutions to correct or remove the code violations.
- Performs tasks such as data entry and responding to customer questions.
- Receives, reviews and verifies the content of commercial and residential construction permit applications for completeness, to include reviewing blueprints, site plans and technical drawings, to ensure minimum standards have been met in accordance with established procedures, codes and ordinances.
- Verifies contractor certification numbers listed in construction permit packages to ensure proper certification in the appropriate areas and insurance requirements have been met.
- Advises contractors, homeowners and the general public on the construction permit application process.
- Inputs permitting application data utilizing a computer and related software to ensure all required information is entered into an electronic database.
- Researches files and related databases to extract data needed to resolve problems concerning permit issuance.
- Prepares construction permits and calculates permit fees to ensure the appropriate permits have been issued.
- Notifies customers of any routine to more complex problems pertaining to denied permit files.
- Reviews flood elevation certificates for compliance with federal requirements and enters information into database.
- Answers mail requests and incoming calls for construction permits and furnishes requested information.
- Compiles, prepares and maintains construction permit files and records.
- Assists in the training of construction permit technicians and clerical staff.
- Assists management in the establishment, implementation and interpretation of rules, policies and procedures.
- Assists Administrative Assistant with code enforcement and business tax receipts on as needed basis.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Note: The following list is illustrative and not exhaustive. The omission of specific knowledge, skills and abilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position should possess some or all of the knowledge, skills and abilities described below.

- Thorough knowledge of construction terminology, techniques, and procedures, including the ability to read and understand complex construction documents.
- Ability to meet and deal with the general public in a tactful and effective manner.
- Ability to follow through on findings of irregularities to compliance with approved standards.
- Working knowledge of Florida laws, city ordinances, rules and regulations, and principles and practices of inspection techniques.

- Working knowledge of the minimum requirements of federal, state and local building and zoning codes and ordinances.
- Working knowledge of department's policies, practices and procedures in the processing of permit applications and issuance of construction permits.
- Ability to review blueprints, site plans and technical drawings for minimum standards.
- Ability to interpret and explain codes, ordinances, statutes and laws governing the permitting process.
- Ability to understand and follow oral and written instructions, procedures and directions.
- Ability to perform arithmetic calculations rapidly and accurately.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to use a computer and related software.
- Ability to prepare and maintain work related files and reports.
- Ability to prioritize workload.

MINIMUM QUALIFICATIONS

High school diploma or General Education Diploma (GED) and three (3) years' experience in the primary building construction trades, construction inspection, architecture inspection, or civil engineering; or an equivalent combination of training and experience. Standard Inspector and One and Two Family certification; Must be able to obtain "Provisional" status from the State of Florida, within 60 days of hire and "Standard Certification" within 1 year of hire.

OR

Any equivalent combination of education, training and experience that would reasonably be expected to provide the job related competencies noted.

CONCLUSION

PHYSICAL REQUIREMENTS: The essential functions of the job require: sitting approximately two (2) hours per day, standing approximately two (2) hours per day, and walking approximately four (4) hours per day. The job also requires frequent: bending/stooping, climbing, fine manipulations, grasping, reaching, repetitive motion, and lifting objects weighing up to 15 pounds; occasional: kneeling, pulling, pushing, and lifting/carrying objects weighing up to 44 pounds. On rare occasions, the work requires: crawling, and lifting/carrying objects weighing more than 45 pounds.

SENSORY REQUIREMENTS: Hearing: Enough to understand what others are saying in normal conversation and on the telephone. Speaking: Enough to communicate orally with others and speak effectively on the telephone. Seeing: Enough to see and read computer monitor screens, operate a vehicle, and read normal and fine print.

DRIVING REQUIREMENTS: The work requires frequent driving and possession of a valid Florida Driver License.

OFFICE MACHINES: The work requires the ability to operate the following office machines: telephone, Fax, photocopier, printer, and computers. This list is not necessarily all inclusive.

TOOLS: The work requires proficiency with ladders, tape measures, laser tools, and shears. This list is not necessarily all inclusive.

DRUG-FREE WORK PLACE: The City of Gulfport has implemented a drug-free workplace and all offers of employment are conditioned on job applicants successfully passing a drug test.

NOTE: Employees are required to participate in the response/recovery activities related to emergencies/disasters affecting the City. They are required to work in their normal job duties or other activities within their skills and capabilities. Proper compensation will be made in accordance with existing rules and procedures.