

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 633

BUILDING FIELD INSPECTOR

GENERAL

Responsible technical work in the enforcement of the Florida Building Code. Work is performed under general supervision of the Chief Building Inspector in the Building Department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Performs field inspections of work in progress or completed under approved building permits for conformance with the Florida Building Code.
- Issues notices of violations for non-conformance and re-inspects when deficiencies are corrected.
- Consults with architects, engineers, general and specialty contractors, and homeowners.
- Investigates complaints regarding alleged code violations, determines the validity of the claims, and suggests remedial action.
- Participates in annual inspection of business and government buildings and housing greater than duplexes.
- Enforces safety codes based on City ordinances and building codes.
- Retains certification through mandatory continuing education programs.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of all types of building construction materials and methods and of stages in construction when possible violations and defects may most easily be observed and corrected.
- Knowledge of building and zoning codes and related laws and ordinances.
- Knowledge of zoning and land use laws and grading practices.
- Knowledge of accepted safety standards and methods of building construction for commercial and residential buildings.
- Skill in using Microsoft Office and any other software/applications?
- Ability to detect structural and other faults and to appraise for quality or construction and physical depreciation.
- Ability to read and interpret plans, specifications, and blueprints quickly and accurately, and to compare them with construction in process.
- Ability to enforce regulations, codes, and laws with tact and good judgment.
- Ability to communicate effectively orally and in writing.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

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- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Must be certifiable by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (A)

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of large sets of plans and specifications. Ability to climb ladders and scaffolds. Must be able to lift up to 50 pounds.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 26/42

Location: Development Services

GERS: Regular: Regular Class