

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 631**

**CHIEF BUILDING INSPECTOR**

**GENERAL**

Highly responsible technical and supervisory work in the enforcement of the South Florida Building Code. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Schedules and assigns the work of Plans Examiners and Field Inspectors, renders technical advice and assistance and evaluates work performance.

Consults with architects, engineers, general and specialty contractors and home owners on building permit applications. Interprets the South Florida Building Code.

Issues Building Permits, calculates fees, verifies contractor certification, issues Notices of Violations, attends court hearings as expert witness and issues Certificates of Occupancy.

Coordinates work schedules with other trade inspectors and with other City departments. Schedules and participates in annual inspection of business and government buildings and housing greater than duplexes.

Investigates complaints regarding alleged code violations by assigning follow-up review and taking remedial action.

May review submitted plans and perform field inspections for conformance with the Code.

Retains certification through mandatory continuing education programs.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of building construction methods and materials. Knowledge of the building and land use codes in force and of the South Florida Building Code. Knowledge of the general practices and materials of the building trades.

Ability to read and interpret construction plans and blueprints. Ability to maintain effective working relationships with contractors, employees and the public. Ability to compile inspection data and make reports relating to code enforcement activities. Ability to supervise employees engaged in the code enforcement Operation.

## **MINIMUM QUALIFICATIONS**

Certification by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (A). Construction experience.

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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move heavy and awkward ladders.

## **SPECIAL REQUIREMENTS**

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

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