

City of Key Colony Beach

P.O. Box 510141, Key Colony Beach, FL 33051-0141
Phone: 305-289-1212
Fax: 305-289-0247
www.keycolonybeach.net

POSITION: Residential Inspector/Asst. Building Official

REPORTS TO: Building Official

HOURS: 7:00am to 4:00pm or as set by Building Official

MAJOR FUNCTIONS: Building Inspector must have the physical, and mental ability to perform job tasks, work efforts, responsibilities, and duties of the job illustrated. The job description herein provides for the range of duties to be performed for this position. It is not intended to reflect all duties that are required within this position.

JOB DESCRIPTION: A Building Inspector performs construction inspections on development projects, in accordance with relevant state and local codes, standards, approved plans, and manufacturer specifications and requirements. An Inspector plays an important role in ensuring that approved development is safe and meets the standards set forth in the Florida Building Code and the City of Key Colony Beach.

DUTIES:

1. Performs daily requested inspections and re-inspections, if necessary, in accordance with Florida Building Code, and City of Key Colony Beach Codes and Regulations.
2. Prepares written lists of violations and departures from approved plans and/or manufacturer specifications/requirements.
3. Posts Stop Work Orders as directed, or when necessary for unpermitted or illegal work.
4. Enters inspection results and comments in a timely manner into City approved permitting system.
5. Assists Building Official in daily operations of the Building Department
6. Performs Safety Inspections on all rental properties (Fire Safety Inspector 1 License required within the 1st year of employment)
7. Assists Building Official with input on yearly budget for Building Department.
8. Prepares and Assists Code Enforcement Officer with monthly reports or code cases to be heard by Code Board.
9. Office duties including scanning and filing of all permits.
10. Obtains and Coordinates information as requested by City Manager and Commissioners for meeting presentations.
11. Completes all additional duties as they are assigned.

EDUCATION/SKILLS:

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1. Knowledge of construction codes, standards, and ordinances both State and City of Key Colony Beach.
2. Knowledge of principles, practices, and techniques used in the building construction industry.
3. Ability to read and interpret construction plans and specifications
4. Ability to communicate effectively both verbally and in writing with owners and contractors.
5. Ability to perform job effectively and efficiently during times of high volume construction activity.
6. Knowledge or ability to learn specialized software related to electronic permitting, plans review, and inspections.

MINIMUM QUALIFICATIONS: Graduate of an accredited high school or possess an acceptable equivalency diploma and have a minimum of five (5) years of experience in the building construction profession or trades. Must have a valid drivers license at time of employment. Must have a Florida Department of Business and Professional Regulation Building Inspectors license or the ability to obtain a Provisional License within 120 days of employment. Must have or be able to obtain within one (1) year a Florida Fire Safety Inspector 1 license.

SALARY RANGE: \$68,000 - \$78,000 DOQ