



1225 Main Street, Sebastian, Florida 32958 (772) 388-8222 Fax (772) 388-8249

CITY OF SEBASTIAN
FT BUILDING INSPECTOR
\$17.18 DOE

The City of Sebastian is accepting applications for the position of Full time Building Inspector for the City of Sebastian Building Department. Position will be posted until filled.

DESCRIPTION:

Under general direction of the Building Director, performs skilled inspection work securing compliance with building codes, other City codes and related rules and regulations. Employee must check plans and specifications for proposed installation to ensure the codes and ordinances have been followed, but must exercise independent judgment in applying these standards to a variety of work situations. May be required to perform inspections of existing construction for violations of adopted codes on behalf of the Building Department and/or Code Enforcement, as well as attend and testify at Special Magistrate Hearings as needed. Work may also involve responding to man-made or natural disasters to assist in recovery efforts as needed.

ESSENTIAL JOB FUNCTIONS

1. Performs on-site inspections of buildings in the process of construction for compliance with the Florida Building Codes and City Code of Ordinances.
2. Inspects buildings or structures in the process of construction, alteration or repair for compliance with adopted building codes, approved plans, and construction safety practices. Examines plot plans, structural components, energy efficiency, electrical, plumbing, mechanical, gas and general arrangement of building facilities for sufficiency of design and materials. Depending on level of certification of the inspector.
3. Checks new construction activity to insure permits have been secured. Checks for possible violations of unlicensed contracting laws and rules.
4. Maintains records of building and inspection activity, and results of inspections in computer database. Notifies permit holder of correction notices.
5. May be called upon to respond to complaints of potential code violations relating to building occupancy, nuisances, hazardous sidewalks or other site conditions, housing conditions, construction, land use, zoning, noise, dumping, clearing, grading, filling, polluting, or other code related matters as needed.
6. Reviews and studies building code regulations to stay informed of changes in building codes and ordinances; completes necessary classes to maintain required inspection certification.
7. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills:

- Knowledge of federal, state, and local building codes, regulations and professional standards.
- Knowledge of Florida Building Codes and general construction codes and a thorough knowledge and skill in applying Florida Building Codes, zoning and land use applications.
- Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, building codes, nuisance and public safety codes; and working knowledge of inspection techniques.
- Knowledge of principles and practices of building construction and related tools and materials.
- General knowledge of math and physics as required in performance of duties.
- Ability to read and interpret technical documents such as plans, drawings, codes, specifications and blueprints.
- Ability to prepare, organize and maintain data, reports and systems.
- Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making/enforcing decisions.
- Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with contractors, builders, citizens, employees, supervisors and the general public.
- Ability to follow verbal and written instructions.
- Ability to handle stressful situations and effectively deal with difficult or angry people.
- Ability to organize and prioritize work.
- Ability to use office equipment including, personal computer, printer, fax and cell phone.
- Ability to review, interpret and enforce regulations in a tactful, ethical and impartial manner.
- Ability to maneuver and walk on uneven ground. If capable but not a must, maneuver ladders and climb on roofs

Desired Traits:

Be a Knowledgeable Worker; Is Customer Focused; One Who Values and Respects Others; Drives to Excel; Believes in Teamwork and Collaboration; Believes in Continuous Learning; Demonstrates Ethical Behavior; and is Supportive of Change.

EDUCATION AND EXPERIENCE GUIDELINES

- Applicant must be at least 18 years of age, of good moral character with a high school diploma or G.E.D. required.
- Must be able to demonstrate five-seven years of experience in general, residential construction; and two years of experience related to building inspection, land use, or related field, or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Must possess at least a standard certification as a building inspector that is currently valid, issued by the Florida Department of Business & Professional Regulation.
- Must possess and maintain a valid State of Florida Driver's License and maintain a safe driving record throughout employment.
- Multiple inspector certifications or plan review certification is a plus.

EMERGENCY DECLARATION STATUS

Essential employees may be required to work during an undeclared emergency and/or declared emergency. On an incident-by-incident basis, the employee's Department Head will make the determination as to who will be required to work.

PERFORMANCE APTITUDES

Human Interaction: Requires the ability to meet and deal effectively with the staff members, citizens and other contact persons using tact and good judgment. Includes receiving instructions, assignments or directions from superiors. Model and maintain high ethical standards. Has the ability to exercise tact, courtesy and firmness in frequent contact situations with property owners, architects, engineers, developers, contractors, the general public, peers, etc. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Data Utilization: Must possess considerable knowledge of modern building practices, materials and equipment. Has considerable knowledge of state and local ordinances.

Equipment, Machinery, Tools, and Material Utilization: Has the ability to use common office machines, including computer-driven word processing spreadsheets and file maintenance programs.

Verbal Aptitude: Has the ability to make minor administrative decisions in accordance with laws, ordinances, regulations and departmental policies and procedures, and to solve problems and answer questions.

Mathematical Ability: Requires the ability to read and interpret commercial construction plans, blueprints, diagrams, specifications, codes and building regulations. Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply theories of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Knowledge of Job: Has considerable knowledge of modern office practices, procedures, equipment and standard clerical techniques. Has general knowledge of the geographical layout of the City. Is able to maintain a variety of moderately complex records and to compile data from such records. Ability to detect and locate defective workmanship in construction or repair of buildings. Ability to apply standards to a variety of work situations.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

Language and Communications Ability: Requires the ability to keep the supervisor informed of potential problems or unusual events. Requires the ability to respond to inquiries and concerns in a timely manner. Requires the ability to speak to people with poise, voice control and confidence. Requires the ability to deal with people beyond giving and receiving instructions. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone. Must be adaptable to performing under stress and when confronted with persons acting under stress. Maintain all appropriate records as instructed.

Functional Reasoning: Requires the ability to apply rational systems to solve practical problems; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Demonstrate initiative in identifying potential problems or opportunities for improvement.

Noise Level: Exposure to noise, risk of shock and exposure to moving mechanical part.

Applications are available in Administrative Services Dept. - Human Resource Department

For more information email cwatson@cityofsebastian.org or call 772-388-8222.

<http://www.cityofsebastian.org/employment-information>

Equal Opportunity Employer/Drug Free Workplace