

Building Code Inspector

FLSA Status:

Non-Exempt

Salary Grade, if non-union:

SG18

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement:

Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform technical and inspection work in assuring construction projects are performed in compliance with plans and specifications as well as applicable codes.

Essential Functions of this Job

Performs on-site inspections of construction projects to insure that work is being performed in accordance with applicable codes and approved plans and specifications. Prepares reports of inspection results and construction progress. Assists contractors in solving on-site building code issues. Participates in pre-final and final inspections.

Witness tests of materials and installations. Observes all placing of concrete to verify that proper testing procedures are followed.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the materials and methods used in building construction. Knowledge of various building trades and of stages of construction. Ability to understand building codes and regulations. Ability to read and understand building plans and specifications. Ability to enforce building codes and regulations firmly, tactfully and impartially. Ability to detect variations from plans and

specifications. Ability to maintain records and to prepare and submit reports. Ability to establish and maintain an effective working relationship with school personnel, contractors, engineers and the public. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements Graduation from high school or completion of GED. Considerable experience in building construction at a foreman, supervisory or contractor level. Must possess a State of Florida, Department of Business and Professional Regulation standard license as a Building Inspector with the appropriate discipline endorsement.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working both indoors and outdoors. May require exposure to outdoor elements, including weather changes, foliage, and insects. Requires sitting, standing, and moving about for the majority of the day and the ability to lift, carry, move and/or position objects frequently weighing 20 pounds and infrequently weighing more than 20 pounds. Requires travel to schools and worksites within the district.

Local Code:

0192

EEO5:

44

Approval Date:

Tue Nov 13 2012 00:00:00 GMT-0500 (Eastern Standard Time)