



Job Description



JOB DESCRIPTION: CONSTRUCTION INSPECTOR III

BENEFIT GROUP: SWN

JOB CODE: CCG18

PAY GRADE: S12

AUTHORIZED STRENGTH: 24

PAY RANGE: Min: \$21.59 per hour
Mid: \$27.00 per hour
Max: \$32.40 per hour

NATURE OF WORK:

Performs technical field inspection and office work enforcing national, state, and local codes governing the design, construction, and renovation of buildings, structures, site infrastructures, wastewater treatment facilities and other public works' projects. Work involves inspection of buildings and structures, fire and life safety systems, plumbing, electrical, and mechanical installations, and requires considerable knowledge of electrical, carpentry, plumbing, building construction, fire and life safety systems, or mechanical field as well as in-depth knowledge of all applicable codes and ordinances. Employees assigned to this classification must exercise considerable initiative and independent judgment in the interpretation and application of codes in making technical decisions. Work is performed under general supervision, according to established guidelines, and performance is reviewed through reports submitted, meetings, and results obtained for technical sufficiency and consistent application. Stormwater: Performs field inspections of retention and detention ponds, underdrains, exfiltration, underground vaults, control structures and other stormwater management systems for City-owned and private stormwater facilities. Employees assigned to this position must exercise considerable initiative and independent judgement in the interpretation of and application of the Stormwater Utility Code in making sound technical decisions. Work is performed under general supervision and performance is reviewed through thoroughness of inspections, numbers of reports completed and compliance of cited violations.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Performs field inspections to enforce construction to applicable codes. Completes inspection reports and records inspection findings onto permit, approving or disapproving each phase of completed work; may issue "stop work" orders. Consults with contractors and other interested parties regarding violations, plan deviations, and acceptable correction methods; interprets applicable codes and city procedures. Attends pre-construction and various other project meetings as assigned. Performs other related duties as required. Building: Inspects new and existing buildings and structures during and after construction to ensure that such components as steel placement, floor and wall construction, roofs, beams, columns, lentils, interior petitions, door assemblies, elevator pressurization system, stairways, fire alarm, voice communication system, etc. comply with approved plans and specifications, Florida Building Code, and related ordinances

and laws. Electrical: Inspects electrical wiring in new and existing structures for compliance with the National Electrical and City Codes. Examines emergency power systems, exit lights, cables and equipment used at bazaars, fairs, etc., temporary electrical construction equipment, air conditioning equipment, coolers, and electrical appliances to ensure they are properly installed and functional. Mechanical: Inspects air-conditioning, ventilation, heating, and refrigeration equipment and installations in residential and commercial buildings and facilities to ensure that components such as ducts, disconnect switches, fire damper, exhaust systems, condensate drain lines, etc. are properly installed and comply with the Florida Mechanical Code. Plumbing: Inspects drainage and plumbing systems (drainage, waste, vents, and water pipes) for leaks, proper size/type and slope to ensure compliance with approved plans and Standard Plumbing Codes. Examines fixtures, appliances, and special fittings (petroleum) for proper vent size, height, vent caps, approved materials, location, leakage, cut-off valves, temperature/pressure release valves, back-flow preventors, trap primers, etc. to ensure compliance with and the Florida Plumbing and Fuel Gas Codes. Inspects solar systems, lawn sprinkler systems, petroleum and gas piping systems for proper cut-off valves, release valves, proper size pipes, etc. to ensure compliance with Plumbing and Gas Codes. Engineering: Inspects the construction of roads, sewer lines, wastewater treatment facilities and related public works projects; inspects Solid Waste Collection vehicles operating within City limits. Reviews plans and specifications to determine errors or omissions in design or constructability. Reconciles monthly statements to determine accuracy and completeness as determined by Franchise Ordinance terms and conditions; maintains payment records on all Franchises; calculates interest due and late penalty fees due to the City. Fire: Performs specialized field and office work in fire prevention with responsibility for enforcement of fire safety codes, laws, and ordinances and includes inspection of commercial buildings to insure compliance. Inspects private water distribution systems, fire hydrants, manual and automatic fire suppression systems, site access, fuel tank installations, fire alarm and detection systems, and building life safety and egress systems. Stormwater: Inspects retention and detention ponds, underdrains, exfiltration, underground vaults, control structures and other stormwater management systems for City-owned and private stormwater facilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of trade to which assigned and applicable laws and codes (i.e. electrical, plumbing, mechanical, building, fire prevention, Environmental Services, or Public Works). Ability to effectively communicate verbally and in writing. Ability to physically perform inspections which involves extensive walking, kneeling crawling, and operating an automobile under sometimes adverse weather conditions. Ability to make sound technical decisions and detect defects in materials and workmanship. Ability to read and interpret technical plans and specifications. Ability to operate personal computer and various office equipment and software/programs. Stormwater: Knowledge of function of retention ponds, detention ponds, wet ponds, dry ponds, exfiltration, underdrains, underground vaults and various stormwater management and control structures. Basic knowledge of stormwater system design and construction. Knowledge of overall City drainage system. Knowledge of basic construction practices. Knowledge and ability to interpret the City Stormwater Utility Code. Basic knowledge of code enforcement practices. Knowledge of City Engineering Standards Manual and both Water Management Districts stormwater criteria. Knowledge of native and exotic aquatic plants. Ability to read construction plans and apply to installations in the field. Ability to determine elevations in pond systems. Ability to determine diameter of pipes. Ability to physically perform inspections which involves walking, kneeling, stooping under adverse conditions and uneven terrains. Ability to lift manhole lids using a hook. Ability to establish and maintain effective working relationships with business representatives, legal staff and governmental agencies. Ability to retrieve documents from various sources, including agencies outside of City. Ability to locate easement and right-of-way documentation. Ability to utilize construction plans for locating: pervious/impervious

area data, erosion control plans, and all construction details relating to stormwater systems. Ability to locate, read and interpret plats. Ability to manage multiple projects. Ability to execute accurate documentation and demonstrate exceptional organization skills. Ability to provide neat and legible documents. Ability to communicate effectively, verbally and in writing, with property owners and contractors the detailed measures that must be performed for stormwater compliance. Ability to operate various office equipment and computer programs. Ability to operate digital camera. Ability to read maps and navigate around the City in a time-efficient manner.

MINIMUM QUALIFICATION REQUIREMENTS:

Associates Degree with construction related coursework in the area of assignment.

Building: Minimum of nine (9) years experience in building construction or an equivalent combination of post-secondary education, training, and experience totaling nine (9) years. Must be certified by the Florida Building Code Administrators and Inspectors Board (B.C.A.I.) as a Standard Inspector – Building. A valid Florida driver's license is required. Position requires background check which includes a polygraph. **Mechanical:**

Minimum of nine (9) years experience in Mechanical/Air Conditioning work or an equivalent combination of post-secondary education, training, and experience totaling nine (9) years. Must be certified by the Florida Building Code Administrators and Inspectors Board (B.C.A.I.) as a Standard Inspector – Mechanical. A valid Florida driver's license is required. Position requires background check which includes a polygraph.

Electrical: Minimum of nine (9) years experience in Electrical work or an equivalent combination of post-secondary education, training, and experience totaling nine (9) years. Must be certified by the Florida Electrical Contractors Licensing Board (E.C.L.B.) as a Standard Inspector – Electrical. A valid Florida driver's license is required. Position requires background check which includes a polygraph. **Plumbing:** Minimum of nine (9)

years experience in building construction or an equivalent combination of post-secondary education, training, and experience totaling nine (9) years. Must be certified by the Florida Building Code Administrators and Inspectors Board (B.C.A.I.) as a Standard Inspector – Plumbing. A valid Florida driver's license is required. Position requires background check which includes a polygraph. **Fire:** High School Graduate or equivalent plus four (4) years experience in fire inspection, fire prevention or related field; or an equivalent combination of education, training, and experience. Must possess and

maintain State of Florida Municipal Fire Safety Inspector's Certification and a valid Florida driver's license. Position requires background check which includes a polygraph. **Engineering:** Minimum of seven (7) years experience in site construction or an equivalent combination of post-secondary education, training, and experience totaling seven (7) years. Position requires background check which includes a polygraph. **Public Works Department:** Associate's degree plus four (4) years experience in site construction, public works construction management; or an equivalent combination of education, training, and experience. Must possess ACI Level I (Field Testing Technician) certification or acquire certification within 6 months of hire date. Position requires background check which includes a polygraph. **Stormwater:** Associate's degree in construction, science, environmental or related field plus four (4) years of experience in the inspection, maintenance or construction of stormwater conveyance systems or an equivalent combination of post-secondary education, training and experience totaling 4 years. Florida Stormwater Operator Certification License preferred, otherwise must be obtained within 1 year of employment. Erosion and Sedimentation Control Inspector Training preferred, otherwise must be obtained within 1 year of employment. Valid Florida driver's license required. Position requires background check which includes a polygraph. **ADDITIONAL QUALIFICATIONS FOR PROMOTION:** Building, Mechanical, Electrical, and Plumbing must have Standard Inspector Certification appropriate to listed discipline. Last performance evaluation must have resulted in an overall meets standards rating or better with no goal rating of less than meets standards. **REVISED:**

3/13/92 - SV 11/4/96 - title change from Field Rep. 1/2/98 - MCT 5/11/98 - MCT 7/12/02 - VCJ - as a result of the 2000 pay plan, chg HS to AA with exp from 7 yrs to 4 or more.

2/8/07- Added polygraph and background information per L. Brown. 8/3/07- CF - Added information for Stormwater Division.