

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION NEW POSITION	10/1/11
POSITION	HARC INSPECTOR / PLUMBING INSPECTOR	MIN. HOURLY WAGE	\$21.6757
DEPARTMENT	Building Department (24-01-524)		
JOB CODE	43940	GRADE	G35

PHYSICAL LOCATION:

- All areas throughout the City of Key West

REPORTING RELATIONSHIP:

- Chief Building Official and Planning Director

GENERAL FUNCTION:

- This position involves technical field inspection duties to secure compliance with municipal plumbing ordinances as well as HARC guidelines and regulations. Both field and office work are required. Inspector will perform inspections of plumbing work and is also responsible for the inspection of residential and commercial buildings for compliance with the Historic Architectural Review Commission (HARC) guidelines. Work is subject to direction but requires independent inspection decisions requiring discretion and judgment within compliance guidelines. Work involves analysis of reports, plans, and investigation of complaints or appeals. Inspector must be technically competent in the major building trades. Inspector has the authority to cite violators of HARC Guidelines and plumbing rules and regulations as contained in the Building Code. Inspector must have the ability to research and interpret complex zoning, licensing, plumbing codes and HARC Guidelines. A key requirement is the ability to work with the public in a firm and fair manner that is non-threatening, polite and professional, even when subject to a confrontational situation.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers and the general public.
- Able to read, interpret and understand building plans and architectural drawings.
- Able to work a 40 hour work week and occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to operate a motor vehicle.

- Able to work in all weather conditions on level and unlevel, paved and unpaved terrain.
- Computer literate, keyboard and mouse proficient.

EQUIPMENT TO BE USED:

- Personal computer and associated software, printer, calculator, digital camera, copy machine, telephone, fax machine, and City owned vehicle.

ENVIRONMENT:

- Air-conditioned office as well as outside in all weather conditions. Approximately 75% field and 25% office work.

PHYSICAL REQUIREMENTS:

- Sitting 30%
- Bending 5%
- Standing 45%
- Climbing 10%
- Reaching 50%
- Lifting 5%

DUTIES/TASKS/JOBS:

- Inspects plumbing and sewer installations at various stages of completion for compliance with Building Code ordinances and health requirements.
- Write reports as required by Federal, State and City Building and Planning Departments.
- Advises contractors, architects, engineers and general public regarding plumbing installation and repairs and HARC guidelines.
- Investigate complaints from the public in regards to unsanitary conditions and initiate corrective measures.
- Attend all HARC meetings.
- Conduct inspections on residential and commercial buildings for compliance with the HARC guidelines and Plumbing Codes.
- Perform duties as other State certified inspectors.
- Research and investigate complaints from citizens and inquiries from other departments of the City regarding HARC violators.
- Appear as a witness in administrative hearing regarding Code or HARC guideline violations when necessary.
- Review new and existing Code adoptions as mandated regarding HARC and Florida Plumbing Code regulations.
- Place Stop work orders for plumbing.
- Examine plans and specifications of proposed plumbing installations and alterations for compliance with applicable ordinances and codes.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Certified by State of Florida as a Plumbing Inspector.
- Five (5) years work experience as a master plumber or plumbing contractor or any equivalent combination of experience and training, which provide the necessary knowledge, skills and abilities.
- Experience in plumbing construction at the master plumber, supervisor or contractor level.
- Considerable knowledge of the methods and practices involved in installing, repairing and maintaining a variety of plumbing installations.
- Considerable knowledge of possible defects and faults in plumbing system, of standard testing devices and effective corrective measures.
- Considerable knowledge of construction practices, methods and techniques.
- Considerable knowledge of the principles and practices of modern sanitary engineering.
- Ability to maintain a pleasant and courteous manner at all times while dealing with co-workers and the general public.
- Ability to work independently, within scope of existing Federal, State, City and departmental rules and regulations.
- Ability to interpret the provisions of the plumbing codes and related ordinances and to enforce conformity with firmness, tact and impartiality and to establish and maintain cooperative relationships with contractors and the general public.
- Ability to read and interpret City Code of Ordinances, construction plans, blueprints and specifications and to recognize deviation from such plans in the construction process.
- Considerable knowledge of the materials and methods used in general building and construction, as well as historic building repair and restorations.
- Knowledge of the principles of planning and zoning.
- Knowledge of the general principles and procedures of office work and the ability to keep records, prepare and submit reports. Good organizational skills are important.
- Knowledge of and the ability to understand and interpret the HARC guidelines, and the City Code of Ordinances.
- General knowledge of Federal Emergency Management Agency (FEMA) and Florida accessibility laws.
- Background in architecture or architectural design or equivalent.
- At least three years of construction background preferably in renovation and restoration.
- Must maintain a Current Florida Driver's license.
- High School diploma or GED. College or technical education preferred but not required.
- Prior working experience with the general public.

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION**

***VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE***

Apply at:

City Hall, Office of Human Resources
3102 Flagler Avenue
Key West FL 33040
Telephone: (305) 809-3714