

	<b>THE CITY OF KEY WEST</b> Job Description	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>01/2013</b>
<b>POSITION</b>	<b>BUILDING INSPECTOR I</b>	<b>MIN. HOURLY WAGE</b>	<b>\$21.6757</b>
<b>DEPARTMENT</b>	<b>Building (24-01-524)</b>		
<b>JOB CODE</b>	<b>10055</b>	<b>GRADE</b>	<b>G35</b>

**PHYSICAL LOCATION:**

- 3140 Flagler Avenue, Key West and various locations throughout the City of Key West.

**REPORTING RESPONSIBILITIES:**

- Reports directly to the Chief Building Official or his/her Designee.

**GENERAL FUNCTIONS:**

- An employee in this class does both field and office work. Inspections of residential, commercial and other buildings and improvements for structural safety and compliance with regulatory codes, guidelines and ordinances. This position requires technical competence in the major building trades and is expected to work with considerable independence.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with the City and other contractors.
- Able to work a forty - (40) hour workweek and occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Computer literate and keyboard/mouse proficient.
- Able to navigate over unlevelled ground, and on all building levels and spaces throughout all phases of construction.
- Able to operate a motor vehicle.
- Must have required state certification.
- Work requires considerable physical activity including walk, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing and crouching.
- Visual acuity is required to inspect buildings while under construction for code violations.

**EQUIPMENT TO BE USED:**

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

**ENVIRONMENT:**

- Indoors in air-conditioned office and outdoors in all types of weather, approximately 50/50.

**PHYSICAL REQUIREMENTS:**

- Bending 5%
- Standing 35%
- Sitting 35%
- Walking 25%

**DUTIES/TASKS/JOBS:**

- Reviews plans, specifications and blueprints of proposed work for compliance with applicable codes and ordinances.
- Conducts field inspections of work in progress with applicable building code and ordinance violations.
- Responds to complaints and investigates reported Building Code and ordinance violations.
- Enforces codes and initiates corrective action if necessary.
- Serves as liaison between City and the Contractor(s).
- Serves as technical consultant to contractors and the public on matters concerning Building Codes.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES/ QUALIFICATIONS:**

- Ability to establish and maintain effective working relations with co-workers, contractors, municipal officials and the general public.
- Ability to meet and work with contractors and the general public and to explain and enforce regulations firmly, tactfully and impartially.
- Ability to read and interpret construction plans, blueprints and technical specifications so as to recognize deviation from such plans in the construction process.
- Considerable knowledge of the materials and methods used in general building and historical construction.
- 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 applicable municipal codes and regulations, and ability to understand and interpret City Ordinances.
- Ability to operate personal computer, accessing department related software as well as City mainframe.
- Able to work productively with minimal supervision.
- High School diploma, two years of advanced education or equivalent preferred.
- Three years experience in architecture, engineering services, building inspections or building contractor or any equivalent combination of training and experience.
- Valid Florida operator's license.
- Must obtain provisional license as Florida State Building Inspector within 90 days.
- Must obtain standard Building Inspector license within twelve months of employment in position.

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, if hired. 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  
& DRUG-FREE WORKPLACE**

**Apply at:**

**Office of Human Resources  
3102 Flagler Avenue  
Key West FL 33040  
Telephone: (305) 809-3714  
Fax: (305) 809-3719**