MONROE COUNTY

JOB DESCRIPTION

Position Title: BUILDING INSPECTOR I		**Date**: 9/1/06
Position Level: 10	**FLSA Status**: Non-exempt	**Class Code**: 10

GENERAL DESCRIPTION

Primary function is to inspect structural and non-structural construction for conformance with plans, specifications and applicable codes in keeping with Monroe County's mission, vision and values.

KEY RESPONSIBILITIES

1. *Take inspection requests, log requests and results into computer.
2. *Perform field inspections for compliance with codes.
3. *Review and approve truss plans for code compliance.
4. *Assist contractors and owners with code compliance and construction information in field.
5. *Perform floodplain inspections as required.
6. *Assist staff at front counter with questions pertaining to construction and codes.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: BUILDING INSPECTOR I	**Class Code**: 10-	**Position Level**:10

KEY JOB REQUIREMENTS	
Education:	AA Degree/2 year college. A combination of education and experience may be substituted for formal education.
Experience:	5 to 7 years.
Impact of Actions:	Makes decisions and final recommendations which routinely affect the assigned department and the community.
Complexity:	Highly complex: Work is broad in scope covering one or more complicated areas. Policy, procedures or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Requires constant contact with the public involving tact and discretion on matters requiring cooperation, explanation and persuasion, as well as the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
Working Conditions/ Physical Effort:	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
On Call Requirements:	None. May be required to be on call during or after natural disasters.
Other:	Must possess either a Standard Building Inspector License issued by the State of Florida or a Contractor License with the ability to obtain a Provisional license within 90 days of date of employment and the Standard Inspector License within one year of employment.

APPROVALS

Department Head:

Name: Joseph Paskalik Signature: Joseph Paskalik Date: 8-11-06

Division Director:

Name: Ty Symroski Signature: Ty Date: 8/11/2-6

County Administrator:

Name: Signature: Date:

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____