

**MAJOR FUNCTION**

This is administrative, technical and supervisory work involving inspection and enforcement activities assuring compliance relative to the construction, alteration and repair of buildings; and adherence to building, plumbing, mechanical, gas, or electrical codes and standards. The employee works with considerable independence in developing operating policies and procedures and directing work activities and is afforded considerable latitude to exercise technical discretion and judgment. Work is reviewed by a supervisor through oral and written reports.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises inspection activities designed to insure construction in conformity with approved plans or specifications; takes measures to prevent building construction or alteration without prior issuance of appropriate permits. Makes and supervises investigations; makes recommendations as to reconstruction or condemnation. Confers with technical engineering personnel and reviews construction drawings for industrial, commercial and residential construction, and for the alteration of such structures. Confers with the Contractor's Licensing Boards and prepares documents for complaints against contractors. Prepares complaints for legal actions against violators of ordinances and confers with legal department regarding interpretation of ordinances. Assigns and supervises the work of inspectors engaged in checking a wide variety of installations and equipment for compliance with the City's construction codes. Confers with inspectors concerning problems arising in their work. Renders decisions in cases when disputes arise between inspectors and contractors or property owners. Makes the more difficult inspections of buildings and their mechanical, plumbing, gas and/or electrical systems when assigned inspectors need additional technical expertise. Handles a variety of public contacts relative to building construction. Notifies property owners of cross connection violations and sets dates for compliance; serves notices to persons responsible when violation to the law is encountered. Assigns and supervises the work of field inspectors to assure compliance with code. Consults with inspectors regarding requests for deviations from the applicable codes. Consults with contractors, owners, and their agents in order to adjust differences between them and the inspectors. Inspects and files reports to department director with regards to unsafe, hazardous conditions in existing structures. Lays out, assigns and supervises the work of the inspectors engaged in checking a wide variety of installations and equipment for compliance with the codes. Approves plans and specifications for compliance with codes. Renders decisions in cases where disputes have arisen between inspectors and contractors. Investigates requests for exemptions from the requirements of the code and the rules applying thereof, and makes recommendations to his superior as to findings. Recommends the selection, transfer, advancement, grievance resolution, discipline or discharge of subordinate personnel. Conducts performance evaluations and recommends the approval or disapproval of merit. Creates training programs for division personnel. Performs related work as required.

**Other Important Duties**

Meets with industry and citizen groups to provide training and information concerning codes and division policies. Confers with the Building Official on budgetary requirements for the division. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of modern building construction practices, methods, materials and equipment. Thorough knowledge of City building and zoning codes and related laws and ordinances. Thorough working knowledge of the provisions of the municipal plumbing, mechanical, gas, and electrical codes. Thorough knowledge of the construction practices, methods, processes, materials, equipment, and

tools of the building, plumbing, mechanical, gas, and electrical trade and their application to residential, commercial and industrial building, plumbing, mechanical, gas, or electrical installations. Considerable knowledge of the procedures involved in prosecuting persons accused of violating the codes. Knowledge of the principles of hydraulic and sanitary engineering as they apply to the plumbing installations. Ability to supervise and coordinate the work of others performing varied inspectional tasks and to establish and guide related administrative procedures. Ability to read and interpret plans and specifications to determine conformity with building regulations and to establish skilled techniques for the field inspection of structures. Ability to organize and present technical reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to read plans and specifications; to interpret the building, plumbing, mechanical, gas, or electrical code to others; and to assist contractors and others in planning correct building, plumbing, mechanical, gas, or electrical installations. Ability to inspect building, plumbing, mechanical, gas, or electrical installations and render decisions fairly, impartially and with firmness. Skills in locating defects and possible hazards in these installations. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience (Applicable to respective positions as indicated)

Plumbing

Possession of a high school diploma or an equivalent recognized certificate and ten years of experience as a plumbing inspector or in residential and commercial plumbing installations as a journeyman; or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of a master plumber certificate meeting the City of Tallahassee's competency requirements; Plumbing Contractor Registered with the State of Florida and meeting the City of Tallahassee's competency requirements, Plumbing Contractor Certified by the State of Florida; Architect or Engineer Registered with the State of Florida at time of appointment. Must possess, at the time of appointment, a Standard Plumbing Inspector license issued by the State of Florida or meet the eligibility requirement to obtain a Provisional Plumbing Inspector license issued by the State of Florida.

Individuals hired under the provisional license option must obtain the Standard Plumbing Inspector and Standard Plumbing Plans Examiner license issued by the State of Florida and either a Standard One and Two Family Dwelling Inspector or Building Code Administrator license issued by the State of Florida within one year of appointment, as a condition of continued employment; all others must obtain a Standard Plumbing Plans Examiner license issued by the State of Florida and a Standard One and Two Family Dwelling Inspector or Building Code Administrator license issued by the State of Florida within one (1) year of appointment, as a condition of continued employment.

Must possess a valid class E State driver's license.

Electrical

Possession of a high school diploma or an equivalent recognized certificate and ten years of experience as an electrical inspector, or in residential and commercial electrical installations as a journeyman; or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of a restricted master or master electrician certificate meeting the City of Tallahassee's competency requirements, Electrical Contractor Registered with the State of Florida and meeting the City of Tallahassee's competency requirements, Electrical Contractor Certified by the State of Florida, or an Architect or Engineer Registered with the State of Florida at time of appointment. Must

possess, at the time of appointment, a Standard Commercial and Residential Inspector license issued by the State of Florida or meet the eligibility requirement to obtain a Provisional Commercial and Residential Inspector license issued by the State of Florida.

Individuals hired under the provisional license option must obtain the Standard Commercial and Residential Inspector and Standard Electrical Plans Examiner license issued by the State of Florida and either a Standard One and Two Family Dwelling Inspector or Building Code Administrator license issued by the State of Florida within one year of appointment, as a condition of continued employment; all others must obtain a Standard Electrical Plans Examiner license issued by the State of Florida and either a Standard One and Two Family Dwelling Inspector or Building Code Administrator license issued by the State of Florida within one year of appointment, as a condition of continued employment.

Must possess a valid Class E State driver's license.

#### Buildings

Possession of a high school diploma or an equivalent recognized certificate and ten years of experience in work involving building inspection, construction supervision, or design; or an equivalent combination of training and experience.

#### Necessary Special Requirements

Must be a Residential, Building or General Contractor Registered with the State of Florida, meeting the City of Tallahassee's competency requirements, a Residential, Building or General Contractor Certified by the State of Florida; an Architect or Engineer Registered with the State of Florida; possess a Standard Building Inspector license issued by the State of Florida; or meet the eligibility requirements to obtain a Provisional Building Inspector license issued by the State of Florida, at time of appointment.

Individuals who do not possess the Standard Building Inspector License must obtain the Standard Building Inspector and Standard Building Plans Examiner, and the Standard One and Two Family Inspector or Building Code Administrator License issued by the State of Florida within one year after appointment, as a condition of continued employment; all others must obtain the Standard Building Plans Examiner, and the Standard One and Two Family Inspector or Building Code Administrator License issued by the State of Florida within one year of appointment, as a condition of continued employment.

Must possess a valid Class E State driver's license.

#### Mechanical

Possession of a high school diploma or equivalent certificate and ten years experience as a mechanical inspector, or in residential or commercial mechanical installations, or an equivalent combination of training and experience. At least three years of the required experience must have been in a supervisory capacity.

#### Necessary Special Requirements

Must be an Air Conditioning Class A or B Contractor or Mechanical Contractor Registered with the State of Florida, meeting the City of Tallahassee's competency requirements; an Air Conditioning Class "A" or "B" Contractor or Mechanical Contractor Certified by the State of Florida, an Architect or Engineer Registered with the State of Florida; possess a Standard Mechanical Inspector license issued by the State of Florida; or meet the eligibility requirements to obtain a Provisional Mechanical Inspector license issued by the State of Florida, at time of appointment.

Individuals who do not possess the Standard Mechanical Inspector License must obtain the Standard Mechanical Inspector, and Standard Mechanical Plans Examiner, and the Standard One and Two Family Inspector or Building Code Administrator License issued by the State of Florida within one year after appointment as a condition of continued employment; all others must obtain the Standard Mechanical Plans Examiner, and the Standard One and Two Family Inspector or Building Code Administrator License issued by the State of Florida within one year of appointment, as a condition of continued employment.

Must possess a valid Class E State driver's license.

#### Residential Combination

Possession of a high school diploma or an equivalent recognized certificate and ten years of experience in work involving residential, industrial or commercial inspection, construction supervision, or design, or an equivalent combination of training and experience in the area of building, mechanical, electrical, or plumbing in residential construction. At least three years of the required experience must have been in a supervisory capacity.

#### Necessary Special Requirements

Must be a Contractor Registered with the State of Florida, meeting the City of Tallahassee competency requirements; a Contractor Certified by the State of Florida; an Architect or Engineer Registered with the State of Florida; possess a Standard Building, Residential Electric, Plumbing or Mechanical Inspector license issued by the State of Florida, or meet the eligibility requirements to obtain a Provisional Building, Residential Electric, Plumbing or Mechanical Inspector license issued by the State of Florida at time of appointment.

Individuals who do not possess the Standard Building, Residential Electric, Plumbing or Mechanical Inspector License must obtain the Standard Building, Residential Electric, Plumbing or Mechanical Inspector License, and Standard Building, Residential Electric, Plumbing or Mechanical Plans Examiner license, and Standard One and Two Family Inspector and Building Code Administrator License issued by the State of Florida within one year after appointment, as a condition of continued employment; all others must obtain the Standard Building, Residential Electric, Plumbing or Mechanical Plans Examiner, and Standard One and Two Family Inspector and Building Code Administrator License issued by the State of Florida within one year of appointment.

Must possess a valid Class E State driver's license.

#### Code Enforcement

Possession of a high school diploma or an equivalent recognized certificate and ten years of experience in work involving inspection, construction supervision, or design; or an equivalent combination of training and experience in the area of building, mechanical, electrical, or plumbing in residential and/or commercial construction.

#### Necessary Special Requirements

Must be a Contractor Registered with the State of Florida, meeting the City of Tallahassee's competency requirements; a Contractor Certified by the State of Florida; an Architect or Engineer Registered with the State of Florida; possess a Standard Building, Residential and/or Commercial Electrical, Plumbing or Mechanical Inspector license issued by the State of Florida; or meet the eligibility requirements to obtain a Provisional Building, Residential Electrical, Plumbing or Mechanical Inspector license issued by the State of Florida at time of appointment.

Individuals who do not possess the Standard Building, Residential and/or Commercial Electrical, Plumbing or Mechanical Inspector License must obtain the Standard Building, Residential and/or

Electrical, Plumbing or Mechanical Inspector License and the Level I, II and III Certifications issued by the Florida Association of Code Enforcement, or obtain the Level I Certification issued by the Florida Association of Code Enforcement and the Building Code Administrator License issued by the State of Florida within one year after appointment, as a condition of continued employment; all others must obtain the Level I, II and III Certifications issued by the Florida Association of Code Enforcement, or obtain the Level I Certification issued by the Florida Association of Code Enforcement and the Building Code Administrator License issued by the State of Florida within one year of appointment, as a condition of continued employment.

Must possess a valid class E State driver's license.

Established: 07-16-93  
Revised: 03-29-94  
07-19-00  
10-07-03\*  
06-19-07  
07-13-09\*