

VACANCY ANNOUNCEMENT

JOB TITLE: Residential Building Inspector

POSTING DATES: September 30, 2019 – Until Filled

WORK LOCATION: LaBelle, Florida

PURPOSE OF JOB:

Receives and reviews construction permit applications for one and two family dwellings, and makes recommendations regarding approval to the Building Official. Following the issuance of a permit, inspects grading operations and construction, alteration, repair, or relocation of structures for conformance to permitted work and for compliance with State and County codes and ordinances. Also monitors the work site to ensure safe working conditions. Notifies supervisor of significant areas of non-compliance.

DUTIES AND RESPONSIBILITIES:

As directed by the Building Official, reviews and makes recommendations regarding permit applications and plans for one and two family dwellings. Provides procedural information and information on applicable codes and ordinances to contractors, developers, the general public and other parties related to building and development within the county.

Inspects worksites prior to and as construction progresses. Schedules and conducts inspections of structural, electrical, plumbing, heating, ventilating, air conditioning, refrigeration, sewer, water, gas, and grading work of residential construction. Structural inspections include, but are not limited to, of inspections of foundations, floors, framing, roofs, plaster and masonry. Ensures that contractors are properly licensed for the work they are performing.

Documents inspection results and work completion and enters data in on-line system. Uses diplomacy and tact to notify contractor/owner regarding areas of non-compliance with codes, ordinances, and industry best practices, and advises of possible methods or materials to bring construction into compliance. Notifies supervisor of significant disputes with owners and contractors

Performs various related duties including reviewing and issuing contractor licenses, sending out letters for expired permits, responding to homeowner complaints regarding a contractor, etc.

Keeps up to date on changes to codes and construction practices. Makes progress towards full inspector certification.

Performs routine office administrative work including answering phone calls, e-mail, and correspondence. Attends meetings and performs other related work as directed.

Responds to work during a declared state of disaster.

Knowledge of Florida Building Codes and local ordinances regarding land use and construction. Ability to review actual physical conditions to determine compliance with codes and ordinances.

Knowledge of construction materials and products and their characteristics.

Ability to read and analyze building plans and permit applications.

Knowledge of the process for building design, permitting and construction.

Ability to work on ladders and in small spaces. Skill in bending, crawling, stooping, climbing and twisting to observe materials and construction techniques.

Ability to communicate effectively verbally and in writing. Ability to discuss issues with tact and diplomacy.

Skill in basic mathematics

Skill in using a computer.

MINIMUM QUALIFICATIONS:

Is of good moral character and documents a minimum of five years responsible experience in residential electrical, mechanical, building and plumbing construction activities. Must be able to provide affidavits of experience from certified contractors, architects, engineers or inspectors in accordance with licensing regulations from the Department of Business and Professional Regulation.

Must hold and maintain certification as a Building Code Inspector in accordance with Section 468.609 Florida Statutes and must hold and maintain a Florida Driver's license and maintain a satisfactory driving record for insurance purposes.

Individuals who do not possess the required certification may be hired on a trainee status. An individual hired on trainee status must receive a Provisional Certificate as a one and two family dwelling inspector within 90 days of employment, and must demonstrate progress towards full certification in accordance with an established training program. Employees who do not hold certification as a Building Code Inspector may be dismissed at any time for failure to make satisfactory progress towards certification.

HOURS OF WORK:

Monday through Friday, 8 to 5.

ANTICIPATED STARTING PAY:

Rate of pay depends on skills and qualifications and licensure.

This is a full-time position that includes County medical benefits and State Retirement

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference](#) form to:

Audelia Bustamante, HR Manager
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.