



# Town of Medley

## Chief Building Inspector/Plans Examiner

### Building Department

#### Part-Time

#### Salary \$45.00 hourly

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#### **GENERAL SUMMARY:**

This role combines building plans review and inspection for all construction activity including but not limited to new and existing structures in the Town. This role meets with contractors, property owners, and business owners regarding building code requirements. Plan Review certification being the minimum certification required.

#### **SUPERVISION RECEIVED AND EXERCISED:**

This position is classified as Part-Time nonexempt and reports directly to the Building Official. The Building Inspector/Plans Examiner has no subordinates and no supervisory responsibility.

#### **CUSTOMER SERVICE:**

- Maintains excellent public relations
- Creates a culture of respect and trust with co-workers, superiors, town staff, Town Administration, contractors, property owners, business owners and others.
- Answers telephone calls/messages and emails in a timely manner

#### **SCOPE OF WORK/RESPONSIBILITIES:**

- Reviews complex plans to ascertain compliance with building codes, Town of Medley ordinances and state and federal regulations
- Research building codes for unusual and unique installations to ensure compliance
- Works with homeowners, contractors, architects, engineers, business owners, and others in obtaining compliance
- Maintains up-to-date education on trends and changes to methods and materials, regulations and codes related to construction and inspections
- Inspect new and existing construction projects and applicable trade work to ensure compliance with approved plans and building codes
- Reviews assigned construction plans to ensure compliance with all applicable codes and recommend methods of compliance to meet the intent of each related item
- Reviews all relevant building codes within the applicable licensure
- Identifies building code violations, issues correction notices and stop work orders
- Keeps daily logs and prepares reports on inspection activities

#### **EDUCATION AND QUALIFICATIONS:**

- High school diploma
- Minimum five years with certified Florida general contractor's license

- Florida DBPR certified building plans examiner and building inspector license
- Two or more years' experience as a building inspector
- Possession of required licensures and certifications as required by the State of Florida
- Licensure as a standard inspector per F. S. 468 in the building category
- Fluent in English (speaking, reading, and writing); Spanish proficiency is favorable

**REQUIRE KNOWLEDGE, SKILL, AND ABILITIES:**

- Proven knowledge of building codes (Florida Building Code), City ordinances and constraints
- Knowledge of construction techniques and materials
- Skill at reading and interpreting construction documents
- Proven skills in providing excellent customer service
- Effective communicator, verbally and in writing
- Proven self-sufficiency with an ability to organize and prioritize a continuous workload
- Excellent time management skills

**PHYSICAL ABILITIES:**

- Ability to climb up to rooftops, crawl, stand, walk, bend, kneel, stoop, crouch
- Ability to lift and/or move items that weigh more than 50 pounds