



## Baker County Board of Commissioners

Building Inspector  
Salary \$45,000 – 50,000 DOQ

### JOB OVERVIEW

Conducts inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems, when permitting is required to ensure compliance with Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code inspector's responsibilities must be performed under the direction of the Building Official and reports to the Community Development Director. Perform related duties as required.

### MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years of related experience with an emphasis on on-site inspection and/or construction
- Must possess and maintain a valid Florida driver's license.
- Must possess or obtain within four (4) months of employment, provisional licensing as a Building Inspector through the Florida Department of Business and Professional Regulation per Florida Statute 468.609
- Must obtain certification as a Building Inspector through the Florida Department of Business and Professional Regulation within twenty-four (24) months of employment per Florida Statute 468.609
- Employer provided tuition assistance offered to obtain licensing requirements for qualified individuals

### CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

### JOB SPECIFIC COMPETENCIES

- Considerable knowledge of the Florida Building Code
- Knowledge of the geography of Baker County
- Skill in interpreting and applying codes to field problems and situations in a fair and impartial manner
- Ability to explain and enforce Florida Building Code with firmness and tact
- Ability to handle complaints/situations in a courteous and efficient manner
- Must be skilled in the use of word processing equipment, copier, and other office machines.
- Must be able to perform multi-task operations with continuous interruptions
- Must be able to keep complex records and files.
- Must be able to deal and communicate courteously and effectively with public.

## **REPRESENTATIVE DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Conducts inspection of new and existing dwellings
- Investigates complaints and issues notices of non-compliance
- Completes daily inspection log
- Advises supervisory personnel of any field conditions which are potentially hazardous and/or controversial
- Provides direction and assistance to contractors and property owners on construction projects
- Other tasks as assigned.

## **PHYSICAL DEMANDS**

- Ability to work in heat, cold, around noises and other undesirable weather conditions
- Ability to operate a motor vehicle, including small trucks, vans, or cars in a safe and efficient manner
- Ability to hear and comprehend conversations spoken at various tones of voice and various speeds
- Ability to see, read, write, speak, and comprehend conversation and symbols in English
- Ability to operate a camera which requires dexterity in hands and fingers
- Ability to walk, stand and sit for periods of time not to exceed four (4) hours consecutively
- Ability to safely climb steps and ladders to a height of twenty-five (25) feet in order to perform inspections
- Ability to lift weigh not to exceed fifty (5) lbs.
- Ability to bend, stoop, kneel, crawl and squat periodically