



CHIEF BUILDING INSPECTOR

Occupational Code: 2112

Salary Range: 32A

Status: Classified

FLSA: Exempt

Established: 11/72

Revised: 12/88 1/99

NATURE OF WORK:

This is highly responsible supervisory, inspection and enforcement work in securing and maintaining compliance with laws and regulations relative to building and construction, alteration and repair.

Work involves responsibility for supervising the enforcement program assuring that legally established requirements for plans, workmanship and material are met with regard to building construction activities throughout the City of Miami. An employee of this class serves as a division head and supervises and participates in the examination of plans, field inspections, issuance of permits and processing of complaints. Work includes responsibility for interpretation of and making recommendations for changes in legal provisions governing construction and occasionally zoning activities. Supervision is exercised over several subordinate inspectors. General direction is provided by a technical superior, who confers with the employee on more difficult or unusual problems.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Plans, organizes and supervises the work of a group of Building Inspectors I and II, supervises and occasionally personally participates in the inspection of building construction projects and in the examination of completed projects for workmanship, the use of proper materials and adherence to safety standards.

Receives complaints in regard to defective building construction work; investigates or assigns complaints to subordinate inspectors for investigation.

Checks plans and specifications of proposed major buildings and related construction; sees that required building and zoning codes and standards including the American with Disabilities Act (ADA) are in compliance.

Supervises the insurance of building and related permits for approved work and sees that proper permit fees are collected.

Confers and corresponds with architects, building owners, contractors and engineers relative to construction activities.

May be required to perform the duties of a Building Official, as needed.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of possible structural and building defects and flaws and of effective corrective measures.

Thorough knowledge of the methods, materials and techniques involved in building construction and related activities.

Thorough knowledge of laws and regulations governing construction and zoning.

Considerable knowledge of the history of construction development, general practices, materials and techniques in the Miami area.

Some knowledge of the principles and practices of modern office management.

Ability to read plans and specifications and to determine their compliance with established standards.

Ability to make decisions reorganizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees, contractors, building owners, craftsmen and the general public.

REQUIREMENTS:

Must meet the requirements as stipulated under the South Florida Building Code and the Florida State Department of Business and Professional Regulations for the Chief Building Inspector. Must possess valid Florida Drivers License.

Note: Special requirements or exceptions may be necessary depending upon needs of the City including legibility to meet the requirements for Building Official in accordance with the State of Florida Department of Business and Professional Regulations, and the South Florida Building Code.

TOOLS AND EQUIPMENT:

Personal computer, including word processing and permitting software; calculator; pencil; ruler; drills; hand tools; copy machine; phone; two-way radio.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or during field supervision, as necessary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is constantly required to lift up to 14lbs; very frequently required to sit, stand, talk, hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; read and write in English. The employee is occasionally required to, climb stairs, reach above and below shoulders; work outside, high temperatures; walk and bend.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Occasionally required to work at considerable heights and at night.