



CHIEF OF INSPECTION SERVICES

Occupational Code: 8745

Salary Range: 33U

Status: Unclassified

FLSA: Exempt

Established: 11/96

Revised: 9/99

Administers, coordinates and manages the Inspection Services Section in the Department of Building. Responsible for administering and supervising all trade sections to include: Electrical, Mechanical, Plumbing, Building and Code Compliance. Develops and establishes procedures for the technical trade inspection activities of the City of Miami in accordance south Florida Building Codes. Administers and participates in the complex inspection throughout the City of Miami, resolves problems or complaints between inspectors, private developers, contractors and the general public. Serves as a liaison with the NET department. Ensures compliance with South Florida Building Codes and State Statues. Supervises the collection of fines and liens. Responsible for any other federal or state mandate as they relate to inspections activities. Represents the Department and the City of Miami on various committees or boards, as required, and assists with FEMA related issues and projects. May act as the Building Official in the absence of the Deputy Director. Reports to an Assistant Director or higher level administrator.

REQUIREMENTS:

Certification in one of the trade disciplines (Electrical, Building, Plumbing, Mechanical) in accordance with the South Florida Building Code and Florida State Statues with considerable (2 – 4 years) administrative and supervisory experience. Other special certification as required.