

**COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**



GOVERNMENT  
SERVING  
CITIZENS

John Meeks  
District 1

Rock Meeks  
District 2

Mike Joyner  
District 3

Lilly Rooks  
District 4

Matt Brooks  
District 5

7/12/2018

POSITION VACANCY: **SENIOR BUILDING INSPECTOR**  
**DEVELOPMENT DEPARTMENT**

SALARY: \$25.00 per hour  
Full Time Position  
JOB DESCRIPTION: Attached  
APPLICATION CLOSING DATE: UNTIL FILLED

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By:   
Wilbur Dean, County Coordinator

Dates Posted: 7/12/2018 - UNTIL FILLED

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER  
WE HONOR VETERANS' PREFERENCE**

P.O. Box 310 Bronson Florida 32621  
Telephone (352) 486-5218 Fax (352) 486-5167  
e-mail: [levybocc@levycounty.org](mailto:levybocc@levycounty.org) Website: [Levycounty.org](http://Levycounty.org)

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	SENIOR BUILDING INSPECTOR
POSITION #:	1155
AREA(S):	DEVELOPMENT DEPARTMENT

DISTINGUISHING CHARACTERISTICS OF WORK:

This is a position that requires a thorough knowledge of construction principles and practices, construction industry license laws, and technical codes derived from the Florida Building Code, including the mechanical and fuel gas codes published by the International Code Council, Incorporated. The position requires general knowledge of the applicable sections of the National Electrical Code (N.F.P.A.), related to residential electrical installations. The incumbent for this position possess a general knowledge of the technical codes and construction practices related to the National Flood Insurance Program, National Fire Prevention Association Life Safety Code (N.F.P.A.101) and the Florida Accessibility Code for Building Construction derived from the Americans with Disability Act.

The position requires valid licenses issued by State of Florida under Chapter 468 Florida Statutes, to perform both building inspections and structural plan reviews for residential one and two family dwellings, commercial structures, and perform residential electrical, plumbing and mechanical plan reviews.

This position requires the ability to coordinate data, communicate with people and offer solutions to resolve issues; works under the direct supervision of the Building Official.

KNOWLEDGE, SKILLS, AND ABILITIES:

The following statement describes the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload.

- Plans, assigns, directs and reviews the work of Inspectors and/or Plans Examiners; gives assistance and advice on difficult or unusual problems when necessary.
- Confers with superior on general policies related to departmental policy, special assignments and related matters.
- Assists Permit Technicians (in Building Official absence) in determining type of permits required for specific work to be performed.
- Inspects new construction, alterations, mobile homes or repairs of buildings and other structures to ensure compliance with building codes, ordinances and zoning regulations for the protection of life and property, and the health, safety and general welfare of the public.

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- Conducts plan reviews, including blueprints, engineering specifications and sketches accompanying applications for building permits for compliance with building codes and county ordinances.
- Interprets building codes and associated construction regulations to building inspectors, contractors and property owners, and offers solutions to meet the necessary standards for compliance.
- Aids Building Inspectors in the interpretation of construction plans and documents.
- Performs evaluations of existing structures.
- Performs code enforcement for construction without permits.
- Performs code enforcement related to the requirements of the National Flood Insurance Program.
- Aids in the enforcement for Construction Industry Licensing Laws.
- Maintains records of daily inspections.
- Assists general public with building code related issues.
- Maintains a good driving record.
- Maintains continuing education credits.
- Conforms to the code of conduct as stated in the adopted personal manual.
- Job description requires personal contact with other employees in the office, employees of other county departments, citizens, and customers of the department. Service is provided in person, by telephone or by written correspondence.
- This position requires the ability to coordinate data, communicate with people and offer solutions to resolve issues.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Processes construction files, issues certificates of occupancy.
- Performs other duties as assigned.
- Maintains county equipment in good condition and appearance.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

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**SUPERVISION:**

This position has supervisory responsibilities; reports directly to the Building Official. Performs duties directing the department in the absence of the Building Official.

**QUALIFICATIONS**

- Valid license issued by the State of Florida under Chapter 468, Florida Statutes, to perform structural plan reviews for residential and commercial structures, and perform residential electrical, plumbing, fuel gas and mechanical plan reviews.
- Licensed as a One and Two Family Dwelling Inspector, or possesses equivalent licenses issued by the State of Florida under Chapter 468, Florida Statutes, to perform building inspections for all trades of residential construction; and possesses valid licensing to perform building, plumbing, mechanical and fuel gas inspections for commercial construction; and certification to examine plans and perform inspections for Coastal Construction.
- Five years of departmental experience as Plans Examiner/Building Inspector I.
- High School Diploma or GED.
- Possess and maintain a valid Florida driver license with good driving record.

**PHYSICAL REQUIREMENTS:**

- Ability to see and hear (with or without corrective devices).
- Ability to reach, stand, walk, stoop, climb, and bend.
- Ability to lift and/or move up to 40 pounds

**EVALUATION**

Performance of this job will be evaluated in accordance with provision of the Board’s policy on evaluation of personnel.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

**GENERAL INFORMATION:**

FLSA Status	Exempt Non-Exempt
Worker’s Comp Class Code	9410
EEOC Job Category	Officials and Administrators
EEOC Job Function	Other
EEOP Job Category	Officials/Administrators
Safety Sensitive	YES
Safety Category (if applicable)	NON-DOT
Paygrade:	