

**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

5/29/2018

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

SALARY: \$15.08 per hour  
Pay grade 58 Step 1  
Full Time Position  
JOB DESCRIPTION: Attached  
APPLICATION CLOSING DATE: UNTIL FILLED 5:00 p.m.

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: Jacqueline Martin  
Jacqueline Martin, Human Resource Manager

Dates Posted: 5/29/2018 - 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:	BUILDING INSPECTOR I
POSITION #:	0147
AREA(S):	DEVELOPMENT DEPARTMENT

DISTINGUISHING CHARACTERISTICS OF WORK:

This is a position that requires thorough knowledge of construction principles and practices, construction industry license laws, and technical codes derived from the Florida Building Code, and the International Code Council, Inc., now modified and adopted by the state as 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. 70), to inspect residential electrical installations.

This position requires valid licenses issued by State of Florida, Department of Business and Professional Regulation, under chapter 468 Florida Statutes, to perform, at a minimum, inspections for one or more trades regulated by the State and required to be inspected by the Florida Building Code pursuant to Florida Statutes.

This position requires the ability to coordinate data, communicate with people and offer solutions to resolve issues. The inspector works under the direct supervision of the Building Official, or in his absence, the Plans Examiner/Building Inspector II.

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.

- Inspects new construction, alteration, 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.
- Interprets building codes and associated construction regulations to contractors and property owners, and offers solutions to meet the necessary standards for compliance.
- Performs evaluations of existing structures.
- Performs code enforcement for construction without permits.

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- Performs code enforcement related to the requirements of the National Flood Insurance Programs.
- Aids in the enforcement for construction industry Licensing Laws.
- Maintains records of daily inspection.
- Assists general public with building code related issues.
- Maintains continuing education credits.
- Conforms to the code of conduct as stated in the adopted personal manual.
- Processes construction files, issues certificates of occupancy.
- Performs other duties as assigned.
- Maintains county equipment in good condition and appearance.
- Personal contact occurs with other employees of the office, employees of other county departments, citizens, and customers of the department. Service is provided in person, by telephone or by written correspondence.
- 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.

This position has no supervisory responsibilities. Work is performed with considerable independence and self-initiative. The Development Department Director, or in his absence, the Plans Examiner/Building Inspector II, is responsible for providing direction and code interpretations to the Building Inspector I.

#### QUALIFICATIONS:

- One or more valid license issued by the State of Florida under Chapter 468 Florida Statutes to perform building inspections, or qualify for a provisional license.
- Two years of experience as building inspector
- High School Diploma or equivalent
- Possess and maintain a valid Florida driver license.

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PHYSICAL REQUIREMENTS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear, and ability to lift and/or move up to 40 pounds.
- Ability to work under stress with time constraints

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	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:	58