

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Chief Inspector  
**FUNCTIONAL AREA:** Development Services Department

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### **WORK OBJECTIVE:**

Under administrative direction, the purpose of the position is to lead inspection activities of structural, electrical, mechanical, or plumbing building/development to enforce compliance with the Florida Building Code. Employees in this classification perform at senior professional level, and are responsible for supervising development operations to verify conformity with the approved plans and specifications in their respective trades. Objective is to enforce all local, state and federal laws, ordinances and regulations to ensure the safety and welfare of the general public. Employee works with a high degree of independence and initiative, however may confer with the Building Official on matters involving unusual construction issues.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, trains, and evaluates personnel responsible for conducting field inspections enforcing compliance with all local, state and federal laws, ordinances and regulations in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Enforces compliance with approved building permits, plans and specifications; ensures the review and approval of all work of completed projects.
- Collaborates with architects, engineers, general and specialty contractors and property owners to achieve compliance with all codes, laws, and ordinances on all major construction/building projects.
- Reads, analyzes and interprets blue prints and specifications for construction plans and designs.
- Investigates high priority complaints regarding alleged code violations; evaluates and identifies code violations and delineates corrective measures.
- Issues written violations of codes; makes re-inspection to determine if corrections have been made to achieve compliance.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings; reviews records maintenance activities of subordinate personnel.
- Maintains active communication with City employees, departmental staff, contractors, engineers, architects and property owners for the dissemination of information.
- Attends annual continuing education courses for re-certification.
- Provides assistance and support to entry and journey level Inspectors with difficult or complex issues.

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### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

High School Diploma or GED; supplemented by eight (8) to ten (10) years progressively responsible experience in building/construction inspection activities and operations; or an equivalent combination of education, training, and experience. Must possess all appropriate certifications for the position in the respective trade/discipline as designated under the provisions of the Florida Building Code (Broward County Administration). Must possess a valid Florida Driver's License.

#### **Knowledge, Skills, & Abilities –**

Extensive knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline.

Extensive knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting, inspections.

Ability to direct, supervise and review inspection activities in the respective trade/discipline.

Ability to lead and support entry level Inspectors with routine and non-routine inspection activities.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.

Skill in the review and interpretation of construction project plans, and the technical interpretation of applicable construction codes and regulatory standards.

Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and ordinances.

Skill in providing plans review oversight and recommending/developing modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

### PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work typically involving some combination of typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and building equipment/machinery, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.