

## **CITY OF CORAL SPRINGS Classification Description**

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

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### **WORK OBJECTIVE:**

Under general direction, the purpose of the position is to inspect structural, electrical, mechanical, or plumbing building/development to enforce compliance with the Florida Building Code. Employees in this classification perform at a technical level, and are responsible for reviewing 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.

### **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.

- Performs systematic site inspections of skilled trades work for new and existing construction within the city, to ensure compliance with all applicable City, state and Federal code and regulatory requirements in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Verifies compliance with approved building permits, plans and specifications; reviews and approves work of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.
- Reads and interprets blue prints and specifications for construction plans and designs.
- Identifies compliance problems and issues code violations; meets with violators and general public to explain and interpret applicable codes and advises violator of expected time frame to correct infraction; performs re-inspection to determine if corrections have been made to achieve compliance.
- 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.
- Communicates with Building Official on any structural problems, code issues or regulatory requirements that have not been resolved.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge; attends annual continuing education courses for re-certification.

## Inspector I

### MINIMUM QUALIFICATIONS:

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

High School Diploma or GED; supplemented by all appropriate certifications for the position in the respective trade/discipline as designated under the provisions of the Florida Building Code (Broward County Administration); or an equivalent combination of education, training, and experience. Must possess a valid Florida Driver's License.

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

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

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 understand and follow written and oral instructions.

Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

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.

### 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, climbing ladders, 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, and walking on roofs.

### 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.