

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: CHIEF STRUCTURAL INSPECTOR (Job Code 186).**

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#### **GENERAL STATEMENT OF JOB**

Under general direction of the Director of Building/Building Official, is responsible for supervising and performing inspections of a wide variety of installations and alterations to determine and secure compliance with the Florida Building Code. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with Building Department regulations and established technical standards. Position analyzes current and proposed plans and specifications for the purpose of ensuring compliance. Supervision is received from the Director of the Building Department/Building Official.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Supervises the work of subordinate building inspection personnel where applicable.

Inspects new and existing construction systems and installations in residences, businesses, commercial and other buildings for conformance with safety and other requirements of the Florida Building Code.

Examines plans and specifications for new systems and remodeling plans and installations in residential, commercial, and industrial buildings for compliance with safety and other requirements of the building codes, and the issuance of permits.

Investigates complaints of installations which are reported as potential hazards, notifies responsible persons of defects, and issues oral and written instructions for correction.

Performs second inspections and reports violations, and assists in representing the City at court hearings.

Advises builders, owners, contractors, and architects on the application of the Florida Building Code, and interprets and reviews codes, standards and departmental regulations, recommending changes when needed.

Prepares daily and monthly reports of inspections performed covering conditions found, actions taken, and recommendations made for further action, as well as names of owners, builders and address of inspections.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with certification as required by the State of Florida, by the Building Code Administrators and Inspectors Board (BCAIB) as a Structural Plans Examiner and Structural Inspector. Such person shall be certified by the Broward County Board of Rules and Appeals (BORA) and shall meet one or more qualifications pursuant to the most recently adopted edition of Section 104 of the Florida Building Code, Broward County Administrative Provisions. Copies of this section are available from the Human Resources Department or Building Department.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20 - 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to building regulatory practices of moderate to complex levels. Requires the ability to read various discipline languages, i.e. engineering, mechanical, electrical.

Intelligence: Requires the ability to analyze and interpret complex problems, and draw valid scientific conclusions in regulation, analysis, and interpretation. Requires the ability to utilize principles of synthesis.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; perform algebraic and geometric equations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform tasks under considerable stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require infrequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the materials, methods, and practices involved in construction, installing, and operating a variety of systems, installations, and equipment.

Knowledge of possible defects and faults in systems and installations, or standard testing devices, and of effective corrective measures.

Skilled in both written and oral communications for effective expression of concepts and proposals, and clarity in task assignment.

Ability to detect and locate defective system and installation construction, and to ascertain the stage of installation when defects are most easily found and remedied.

Ability to read and accurately interpret wiring diagrams and specifications for systems and installations, and to recognize deviations from such plans in the construction process.

Ability to enforce codes and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies, employees, and the public.

Ability to supervise subordinate personnel effectively.

Ability to analyze, organize, and review work for efficient results and accuracy.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date