

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUILDING CODE INSPECTOR

SALARY SCHEDULE: SCHOOL SUPPORT PERSONNEL – SSP-13

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- (1) Licensed as a Building Code Inspector and/or certified as a Fire Safety Inspector in the state of Florida, or the ability to become licensed/certified building code inspector within one (1) year of employment.
- (2) Have minimum [ten (10)] five (5) years direct field supervision experience on commercial construction projects or inspection experience representing a governmental agency or specialized equivalent experience as determined by the Building Code Administrator.
- (3) Have knowledge of local construction environment and practices.
- (4) Be able to communicate effectively, both orally and in writing, with school personnel, construction industry personnel and the public, demonstrating personal skills.
- (5) Must be physically capable of inspecting work under construction including above ceiling spaces roofs, and multi-story structures accessible only by ladder.
- (6) Hold a valid Florida driver's license [and be able to obtain a Class D license].

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state of Florida Requirements for Education Facilities. Knowledge of the Florida Building Code and the Florida Fire Prevention Code. Knowledge of local construction environment and practices. [Ability to communicate orally and in writing effectively.] Be able to communicate effectively, both orally and in writing, with school personnel, construction industry personnel and the public, demonstrating personal skills. Computer skills and quality control concepts. Knowledge of permitting process. Must be physically capable of inspecting work under construction including above ceiling spaces roofs, and multi-story structures accessible only by ladder.

REPORTS TO:

Building Code Administrator

JOB GOAL

To assure the buildings are built to the strict standards as outlined by the Plans, Specification and Building Codes.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) To conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems. To ensure compliance with building, plumbing, mechanical, electrical, gas, fuel, energy conservation, accessibility, life safety, and other construction codes required by state law. The building code inspector's responsibilities must be performed under the direction of the building code administrator or building official without interference from any unlicensed person.
- * (2) Make regular construction site inspections and certify projects are in compliance with contract documents, submittals, and School Board policies. Keep detailed records of all inspections.
- * (3) Attend regular project meetings to assist in clarification of project requirements and resolution of problems.

BUILDING INSPECTOR (Continued)

- * (4) Assist in review of drawings and specifications prior to submission to School Board of Sarasota [County's Permitting and Inspection Division].
- * (5) Attend review clinics to stay current with codes and regulations pertaining to education facilities.
- * (6) Maintain a high expectation of professional performance from contractors and all other related personnel (Quality Control).
- * (7) Work with site personnel to coordinate renovation and additions to schools.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.
- * (9) Provide for a safe and secure workplace.
- * (10) Model and maintain high ethical standards.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Maintain confidentiality regarding school matters.
- * (13) Maintain positive relationships with staff and vendors.
- * (14) Communicate effectively with staff and vendors.
- * (15) Keep supervisor informed of potential problems or unusual events.
- * (16) Respond to inquiries and concerns in a timely manner.
- * (17) Prepare all required reports and maintain all appropriate records.
- * (18) Follow all School Board policies, rules and regulations.
- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Demonstrate support for the School district and its goals and priorities.
- (21) Perform other duties as assigned by the Building Code Administrator.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects. Ability to climb ladders and scaffolding.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities