



City of Clermont
Building Inspector II/III

SALARY	\$30.39 - \$42.94 Hourly \$63,211.20 - \$89,315.20 Annually	LOCATION	Clermont, FL
JOB TYPE	Full-Time	JOB NUMBER	00830
DEPARTMENT	Building Services	OPENING DATE	04/01/2022
CLOSING DATE	Continuous		

General Description

*******OPEN UNTIL FILLED*******

This position is responsible for performing administrative and technical tasks to ensure the proper inspection of residential and commercial building construction. Inspects construction operations to verify conformity with approved plans and specifications. Enforces all City, state, and federal ordinances; laws; and regulations to ensure the safety and welfare of the general public. Work is performed under the general supervision of the Building Official.

Please note: this posting shows the salary range and requirements between (2) position levels. This posting will be used to determine an applicants eligibility for a position level of either a **Building Inspector II (residential inspections) or **Building Inspector III** (commercial and residential inspections) based on the listed required certifications, licensure, education and experience listed under the Minimum Qualifications section. Please review the job description carefully, as interested applicants who do not meet the minimum certification/licensure requirements may not be considered.

Starting salary for new or returning hires is commensurate with relevant education and experience.

NEW **\$2500 Hiring Incentive**

To be eligible for the hiring incentive, employee must be in the position continuously for at least 120 days after hire and be employed by the City of Clermont. Hiring incentives are subject to applicable payroll taxes and other withholding.

This position is non-exempt. Fair Labor Standards Act overtime provisions apply.

Per Florida Statute 295.065, certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and that certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in employment by the state and its political subdivisions and are encouraged to apply for the positions being filled.

Primary Duties

- Performs systematic site inspections of skilled trades work for new and existing construction to ensure compliance with all applicable City, state, and federal codes and regulatory requirements in the structural, electrical, mechanical, and plumbing trades.
- Verifies compliance with approved building permits, plans, and specifications; and reviews and approves workmanship of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, developers, property owners, homeowner associations, and department administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.
- Meets with affected parties regarding inspection results; makes recommendations for changes necessary to achieve compliance; and follows up to verify that corrections have been made to comply with codes.
- Issues violation notices and stop work orders; prepares cases for prosecution in the event of non-compliance; and testifies in court as necessary.
- Communicates with the Building Official on structural problems, code issues, or regulatory requirements that have not been resolved
- Inspects and reports on unsafe buildings.
- Approves the issuance of building permits in the absence of the Building Official.
- Maintains thorough and accurate records of inspections and findings.
- Inputs and retrieves data in permitting database software through office work station or mobile devices.
- Attends meetings, training, continuing education classes, or workshops to enhance job knowledge and skills and to maintain required certifications.
- Provides friendly, professional support to other City departments.
- Provides excellent customer service, communicating effectively and courteously with the public and business community.
- Alerts Building Inspector II/Plans Reviewer immediately to hazards in the field.
- Performs other duties as assigned.

Minimum Qualifications

Building Inspector II- Minimum Requirements

- High School Diploma or GED
- Technical degree is preferred.
- Minimum of five (5) years of related experience.
- Florida State certification and licensure as a Standard 1 & 2 Family Dwelling Inspector.
- Florida State certification and licensure as a Standard Inspector in a minimum of two trades; Building, Mechanical, Electrical or Plumbing.
- Valid Florida Driver's License.

Building Inspector III- Minimum Requirements

- High School Diploma or GED
- Technical degree is preferred.
- Minimum of ten (10) years of closely related experience.
- Florida State certification and licensure as a Standard Building, Mechanical and Plumbing Inspector.
- Florida State certification and licensure as a Standard Plans Examiner is preferred.
- Valid Florida Driver's License.

In some cases, an equivalent combination of higher education and experience may be considered, provided that the education and experience is in a relevant and related field.

Essential Physical Functions & Environmental Conditions

Physical Demands

- Continual light work with occasional heavy work.

- Requires frequent walking and standing, climbing, stooping, reaching, and bending.
- Good finger/hand dexterity and hand/eye coordination.
- Good eyesight, hearing, and speech.
- Regular driving of vehicle.

Work Environment

Works primarily outside, but may work in an environmentally controlled space to complete administrative tasks. Will intermittently work in adverse environmental conditions (e.g., heat, cold, and rain) for moderate periods of time and will be exposed to construction and water/wastewater site hazards, traffic, and moving machinery during site inspections.

The City of Clermont is an Equal Opportunity Employer. The Americans with Disabilities Act requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with management.

To perform this job successfully, an individual must be able to perform all of the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Job functions described are not to be construed as a complete statement of all duties performed. Employees may be assigned additional duties by management as deemed necessary. Duties not contained herein may be considered essential to performing this job successfully, just as though they were included in this job description.

The City of Clermont has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Agency

City of Clermont

Address

685 W. Montrose St.

Clermont, Florida, 34711

Phone

352-241-7380

Website

<https://www.clermontfl.gov/>