

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Structural Inspector
DEPARTMENT: Sustainable Development
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior-level and technical or specialized work in the Building division of the Sustainable Development department. Responsible for performing daily building inspection to insure structural code compliance; ensures quality and safety in accordance with City zoning rules and regulations. Work is performed under general direction with some latitude in the use of initiative and independent judgment as it relates to compliance with codes and plans in the area of specialization.

EXAMPLES OF 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 classification. 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.

- Inspects new and existing structural work to ensure compliance with the Florida Building Code and City ordinances
- Attends meetings with contractors, developers, architects, engineers and homeowners
- Determines the structural integrity of damaged buildings after an emergency occurs
- Responds to requests from Code Enforcement and other City departments
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High School diploma or GED supplemented by extensive technical training in general contracting and inspections or a related discipline; supplemented by seven (7) or more years' experience in the construction industry; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver license, Class E or higher; State of Florida Building Code Administrators and Inspectors Board (BCAIB) certification as a structural inspector; a state of Florida general contractor's license; and Board of Rules and Appeals (BORA) certification as a structural inspector.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of national, state and local laws, codes, ordinances and regulations concerning structural installation and repair
- Knowledge of principles and practices of building construction
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to detect deviations from plans, regulations, and standard construction practices
- Ability to effectively multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort, usually involving lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, and extended periods of walking and/or standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

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

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date