

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Building Inspector

## GENERAL DESCRIPTION

The essential function of the position within the organization is to perform inspection and enforcement of all adopted regulatory codes and ordinances pertaining to building construction, renovation and maintenance in all District construction, renovation and installation projects. The position is responsible for plan review, building inspection and permitting functions; interpreting complex codes to industry professionals, District staff/officials and the general public; providing guidance and assistance to project managers as needed to maintain compliance, and performing related work as required. The position executes programs within organizational policies; reports major activities to director level administrators through conferences and reports.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Performs inspections and reviews within the scope of licensure for the enforcement of all adopted regulatory codes and ordinances pertaining to building construction, renovation and maintenance in all District construction, renovation and installation projects.

Analyzes, recommends and implements approved policies and procedures to help ensure effective, efficient and economical operations; evaluates results to ensure compliance and to identify deficiencies.

Monitors and inspects the work of District staff and/or contractors engaged in construction, renovation or installation projects; ensures projects are in compliance with applicable codes, regulations, contracts, permit stipulations, specifications, and/or standards of quality and safety.

Meets with architects, engineers, contractors, developers and others to discuss plan review and inspection procedures and results.

Directs and/or coordinates with city and county officials the inspection of District construction, renovations and installations.

Reviews permit applications.

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Compiles data for and prepares a variety of records and reports for the department, District and/or other agencies as required.

Performs general administrative duties as necessary, including reviewing and preparing correspondence, preparing special studies, and compiling data for reports.

Performs facility related inspections including construction, health and sanitation, Head Start safety and other required facility orientated inspections.

Attends technical or professional seminars or conferences to enhance job knowledge and skills.

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Actively seeks licensure in multiple trades, plan review and Building Official.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results.

Proficient in Microsoft Office applications.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions or solutions.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate-sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high-value materials, supplies and equipment.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

### **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

### **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required*

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*by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact – affects entire organization and the general public; probability of loss of life and/or damage are likely.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a bachelor’s degree in engineering, construction management, architecture or a closely related field. **or 10 years experience**

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

Requires state certification as a building inspector.

### **Preferred**

Qualified to test for Plans Review licensure.

Qualified to test for Building Official licensure.

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Licensure in multiple trade disciplines.

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires ten (10) years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Must be able to bend, stoop, crawl, climb and work from elevated platforms.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception and texture perception

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

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Department Director/Supervisor

**Supervises:**

N/A

PAY GRADE: From: 135.A1 To: 135.O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved on 7/26/2015

Board Approved Modification 12/13/16

Board Approved Modification 5/9/17