



# CITY OF ALTAMONTE SPRINGS

## JOB POSTING

POSTING #: 2017-022

**OPEN UNTIL FILLED**

**TITLE:** Code Compliance Inspector I-V  
(Building Inspector - various Levels)

**Starting Salary:** Based on various levels:

Level I - \$43,072/year    Level IV - \$52,582/year  
Level II - \$47,868/year    Level V - \$54,582/year  
Level III - \$50,126/year

**DEPT/DIVISION:** Growth Management/Building, Fire and Safety Division (704)

**City Applications will be accepted for Posting #2017-022 until position is filled.**

### MINIMUM QUALIFICATIONS:

- Must have and maintain at least one of the following certifications:
  - State of Florida Building Inspector
  - State of Florida Electrical Inspector
  - State of Florida Mechanical Inspector
  - State of Florida Plumbing Inspector
  - **or:** meet one of the following with the ability to obtain a provisional certification in the desired discipline within ninety (90) days:
    - 1. Five (5) years combined experience in construction or related field, building code inspection, or plans review corresponding to certification category sought; **or**
    - 2. Combination of post-secondary education in construction or related field & four (4) years experience to include one (1) year in construction, building code inspection, or plans review; **or**
    - 3. Combination of technical education in construction or related field & four (4) years experience to include one (1) year in construction, building code inspection or plans review; **or**
    - 4. Possess a Florida Building Code Board standard certificate and satisfactorily complete an inspector or plans examiner training program of not less than two hundred (200) hours in the certification category sought.
- High school diploma or G.E.D.
- Valid driver license. (Must obtain Florida Driver License within thirty (30) days of employment)  
Driving history for the past three (3) years must reflect no violations of a driving related offense, **or** driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, **or** an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

### PREFERABLE QUALIFICATIONS:

- Experience performing basic/complex plans review.
- Experience performing basic/complex field inspections.
- Computer skills.
- State of Florida Fire Safety Inspector Certification (Must obtain within eighteen (18) months of employment.)
- Completion of the following NIMS Courses:
  - Basic IS-700                    (6 months)
  - Basic ICS-100                (6 months)
  - Intermediate ICS 200        (6 months)

### POSITION FUNCTION:

Inspection work enforcing adopted codes, zoning ordinances and related regulations.

#### NOTE:

*Applicants will be required to complete an Affidavit of Good Moral Character; an Authorization for Criminal History Check; and a Level 2 national fingerprint-based records check*

**\*\*Hard to Fill/Recruitment Bonus Applies:** the City of Altamonte Springs will provide City employees a bonus of:

- 1) \$200 to the recruiting employee at the time the recruited employee is approved and begins employment with the city.
- 2) \$300 to the recruiting employee at the time the recruited employee successfully completes probationary period.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM [www.altamonte.org](http://www.altamonte.org)

#### PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

*THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.*

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

# Tasks/Duties of Code Compliance Inspector (Building Inspector - Various Levels)

*Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.*

| <b><u>TASK/DUTY</u></b><br><i>(IMPORTANT: SEE APPROPRIATE JOB DESCRIPTION FOR SPECIFIC TASKS AND DUTIES)</i>  |
|---|
| Inspect all phases of building construction, repairs, additions and alterations during progress and after completion for conformity with the Florida Building Codes and Fire Codes, approved plans and specifications. On-site inspections require checking zoning setbacks, compliance with land development codes and all phases of construction during progress from beginning to completion. Inspections and plans review will be conducted within the area(s) of license and certification listed in the minimum qualifications. |
| Inspect electrical installations and equipment, plumbing, heating and air conditioning, gas piping, refrigeration and related installations for compliance with applicable codes and regulations. Confer with owners, contractors and architects concerning installations and corrections to be made when deficiencies are discovered.  |
| Conduct inspections of places of public assembly such as: auditoriums, theaters, halls, businesses, industrial, temporary structures or tents, and institutional occupancies, for existing or potential fire and life safety hazards and compliance with the state and city fire prevention codes.  |
| Conduct inspections of fire protection systems and devices in building and structures within the municipality such as: fire sprinklers, heat and smoke detectors and other private fire protection devices.   |
| Provide testimony in court and before the code enforcement board.   |
| Be available on call for after hours responses and call back during emergency operations  |
| Investigates and reports on complaints received from any concerned person, group or agency on matters concerning hazardous conditions practices or code enforcement violations.   |
| Conduct investigation of fires to determine origin and cause.   |
| Produce handwritten and electronic reports.   |

***NOTE:***

***Applicants will be required to complete an Affidavit of Good Moral Character; an Authorization for Criminal History Check; and a Level 2 national fingerprint-based records check***