



JOB VACANCY NOTICE
6/01/2011

POSITION: BUILDING INSPECTOR/FIRE INSPECTOR
(Part-time position)

DEPARTMENT: COMMUNITY SERVICES

PAY GRADE:

SALARY RANGE : \$16.35 - \$18.27 per hour

CLOSING DATE: OPEN UNTIL FILLED

File applications with the Human Resources Manager

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Holly Hill does not discriminate on the basis of race, color, national origin, sex, religion, age or disability or genetic information.

The City of Holly Hill shall on the basis of disability, subject no qualified individual with a disability to discrimination in employment under any service program, or activity. If a selection test is required, reasonable accommodations will be made if requested in advance.

The City of Holly Hill provides Veterans' Preference to qualified applicants pursuant to state law.

The City is committed to the recruitment of a diversified workforce reflective of the community's labor force. Military veterans, women and minorities are encouraged to apply.

The City of Holly Hill is a Drug Free Workplace and all job applicants may be subject to drug testing as a condition of employment.

JOB DESCRIPTION

JOB TITLE: FIRE INSPECTOR/BUILDING INSPECTOR - (Part-time)

DEPARTMENT: COMMUNITY SERVICES

GENERAL DESCRIPTION:

Skilled technical and inspection work in the areas of building, plumbing, mechanical, electrical inspections and fire prevention.

ESSENTIAL JOB FUNCTIONS:

1. Conducts inspections of buildings and reviews plans in accordance with ordinances and state statues.
2. Inspects commercial building for fire codes.
3. Enforces sign regulations.
4. Handles routine complaints and questions from the public.
4. Prepares and submits reports and studies and maintains records.
5. Meets with contractors, developers, architects, engineers and the general public.
6. May be required to attend meetings.
7. Interacts with the Fire Department staff and Fire Marshall regarding inspections.
7. Performs related tasks are required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Florida Building Codes and Florida Fire Codes, laws and ordinances.
- Knowledge of Florida Statutes regarding Construction.
- Knowledge of current methods and practices of all construction.
- Knowledge of state statutes for building design and structural requirements.

FIRE INSPECTOR/BUILDING INSPECTOR

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- Ability to organize and present technical reports.
- Ability to interpret codes, review, interpret, enforce and inspect adopted codes.
- Ability to review, inspect and enforce codes.
- Ability to read and interpret construction drawings and blueprints and fire protection drawings and/or plans.
- Skill in oral and written communications.
- Skill in tactfully resolving problems with staff and in field.

- Skill in code interpretations.
- Skill in establishing and maintaining effective work relationships.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Five (5) years' experience as an Architect, Building Inspector, Engineer, Contractor or Construction Superintendent.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

State of Florida Building, Plumbing, Mechanical, Electrical Inspector Licenses.

State of Florida Fire Inspector License.

Valid Florida Driver's License.

(A newly hired employee can also be issued a provisional certificate if she/he meets all of the requirements as listed in the Florida Administrative Code).

ESSENTIAL PHYSICAL SKILLS:

- Ability to communicate both orally and in writing.
- Sufficient visual acuity to read and comprehend department reports and documents
- Sufficient auditory perception and speaking ability to answer telephones
- Walking
- Standing

ENVIRONMENTAL CONDITIONS:

- Exposure to various temperature and weather extremes, strong odors, toxic agents or chemicals, smoke, dust, electrical hazards, noise, and traffic hazards. May be exposed to heights up to 40 feet.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)