



JOB TITLE	DEPARTMENT	REPORTS TO
Plans Examiner/Construction Inspector	Building	Building Official

Position No: 74020	Length of Work Year: 12 Months
Salary Schedule: P15	Date Approved: 12/11/01
FSLA: Exempt	Date Revised: 1/31/23

JOB GOAL
To review plan documents and inspect construction to insure compliance with codes.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Valid Florida Driver's License.
3. Ability to prepare and interpret plans and specification and compare them with construction progress.
4. State licensure in category from the building code administrators licensing board under provisions of chapter 468FS or eligibility.
5. State licensure as Fire Safety Inspector under the provisions of chapter 633FS or eligibility.
6. Ability to establish and maintain good working relationship with school personnel, contractors and the general public.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To make field inspections on new and existing construction projects in district buildings for conformance with safety standards and standard practices of the trades.
2. To assist Building Code Administrator in selection of contractors for future construction.
3. To inspect buildings under construction for compliance with building code requirements.
4. To assist and advise contractors and others regarding regulations.
5. To inspect alterations and repair jobs as well as roofs, foundations, beams and all building work in progress.
6. To inspect installation during construction and examine completed installations for workmanship and use of proper materials.
7. To coordinate required inspections with contractors.
8. To make technical inspection of the installation of new or modification of existing structures performed by school board maintenance team.
9. To check each project for defects, omissions, violations and other departures from correct procedure and, where work is not correct, make suggestions for change.
10. To insure all work conforms to standards and guidelines of the school district.
11. To investigate complaints of defective installations which are reported as fire and other hazards and notify responsible person of defects and issues verbal or written instructions for corrections.
12. To consult with contractors and other interested parties and explain and interpret standards and codes.
13. To maintain records and prepare reports of work performed, inspections and investigations as required.
14. To observe all safe work practices when using tools, equipment and chemicals.
15. To perform assigned tasks in a timely and efficient manner.
16. To perform assigned tasks with a high standard of quality.
17. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.