



## Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

**Position:** Building Inspector/Plans Examiner  
**Requisition:** 15-008  
**Department:** Building Services  
**Position #:** 0011-002  
**Opening Date:** March 4, 2015  
**Closing Date:** March 18, 2015 or until filled  
**FLSA Status:** Non-Exempt  
**Hourly Pay Range:** \$35.71 per hour - \$38.26 per hour

### **GENERAL DESCRIPTION**

Provide field inspection and plans examination to ensuring construction documents are in compliance with the City of Miami Gardens' Ordinances, the Florida Building Code, and other County, State and Federal regulations.

**ESSENTIAL JOB FUNCTION:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Inspects a variety of new and existing applicable Building installations in buildings and other structures, and enforce city, county, state and federal codes and regulations relating to the installation phases of building construction and use.

Performs field inspection work independently within twenty-four hours utilizing knowledge of installation methods, applicable codes, rules and regulations as well as skill and tact in explaining standards and reasons for compliance to contractors, professional engineers, architects and others.

Reviews in detail plans and specifications of proposed installations for conformity with the Florida Building Code, City Code of Ordinances and applicable rules and regulations effective in the City prior to the issuance of building permits.

Confers with architects, engineers, general contractors, attorneys, property owners and others regarding plans reviews, constructions practices and code enforcement matters.

Provides professional customer service to residents, architects, engineers, general contractors, attorneys, property owners and others doing business with the City.

Investigates complaints relating to systems in construction, repair, alteration or use of buildings and structures, including interviewing property owners, tenants and complaints to determine nature of violations and recommend corrective measures.

Prepares reports.

Answers inquiries concerning building code requirements related to electrical, mechanical or plumbing systems.

Performs related work as required.

### **MINIMUM QUALICATIONS:**

#### **Knowledge, Skills and Abilities:**

Knowledge of national, state and local codes including applicable sections of the Florida Building Code, safety standards, and related ordinances and regulations.

Knowledge of building construction methods and practices, and of the stages of construction when possible violations and defects may most easily be observed and corrected.

Knowledge of city zoning codes.

Ability to read, write and speak English; Spanish or Creole helpful.

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write critiques, prepare and maintain a variety of written reports and records and to complete required forms.

Ability to read and interpret plans and specifications and to determine their compliance with established standards.

Ability to learn to operate a two-way radio and to communicate effectively via such radios.

Ability to compare building site plans, specifications, and blueprints, plats, maps, and legal descriptions to construction in process.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to utilize standard inspection equipment.

Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

Ability to interact and maintain working relationships with contractors, property owners, department officials, other employees and the general public effectively and efficiently in a professional, courteous, understandable and diplomatic manner.

Ability to make reasonable accurate field measurements.

Ability to use the Internet, Microsoft Windows and Outlook Express.

**Education & Experience Requirements:**

High School or vocational school diploma or GED required. All applicants must have a minimum of five years experience or a combination there of as a Certified Building Inspector, Plans Examiner and Roofing Inspector (residential and commercial). Must be eligible for certification by the Miami-Dade County Board of Rules and Appeals, and must have a valid driver's license.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential.*

Work is performed in office and outdoor. Work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

**To apply please complete and deliver a  
City of Miami Gardens Application Form to:  
Human Resources Department, City of Miami Gardens  
18605 NW 27 Avenue, First Floor, Suite 126 East  
Miami Gardens, FL 33056  
Or  
Fax to: (305) 474-1286**