

**MAJOR FUNCTION**

This is advanced technical inspection work relating to building, plumbing, sign, mechanical, gas, fire safety, or electrical installations, or securing compliance with construction codes covering building construction, alterations, and repairs. Work is performed in both the field and office, and requires independent judgment. Assignments are reviewed by a superior through written and oral reports as well as by re-inspections.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Reviews plans, drawings, and blueprints. Inspects all work for compliance with appropriate code(s) and construction drawings. Issues verbal orders for work found in violation of code(s). When necessary, issues a "Stop Work" order and advises supervisor immediately. Mechanical field inspectors may perform quality control/quality assurance tasks on special projects. Records all inspections on computer on a daily basis. Assists in prosecution of code(s) violators not correcting their work as directed. Prepares written reports of inspection findings. Performs related work as required.

Inspectors enforce codes as listed below. Codes "referenced" in the basic code are not listed.

- A. Building Inspector:  
Tallahassee City Ordinance, Chapter 7 (Signs)  
Tallahassee City Ordinance, Chapter 3 (Buildings)  
Tallahassee City Ordinance, Chapter 10 (Zoning)
- B. Electrical Inspector:  
Tallahassee City Ordinance, Chapter 3 (Electrical)
- C. Plumbing Inspector:  
Tallahassee City Ordinance, Chapter 3 (Plumbing)
- D. Mechanical Inspector:  
Tallahassee City Ordinance, Chapter 3 (Mechanical and Gas)
- E. Code Enforcement Inspector:  
Tallahassee City Ordinance, Chapter 7 (Sign)  
Tallahassee City Ordinance, Chapter 3 (Buildings)  
Tallahassee City Ordinance, Chapter 10 (Zoning)  
Tallahassee City Ordinance, Chapter 5 (Environmental)
- F. Fire Safety Inspector:  
Tallahassee City Ordinance, Chapter 10 (Fire Protection and Prevention)

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of and ability to read, interpret, and enforce appropriate code(s) with good judgment, firmness, and impartiality and to read and interpret technical drawings, plans, and blueprints. Considerable knowledge of and proficiency with inspectional procedures. Considerable knowledge of the legal procedures related to the enforcement of the code(s). Ability to tactfully lead the public into voluntary compliance with the code(s). Ability to adequately present an oral or written report. Ability to detect hazardous conditions, particularly those immediately endangering life, health, and safety. Skill in the use of computers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience (As indicated for the respective areas)****Plumbing Inspector**

Possession of a high school diploma or an equivalent recognized certificate and six years of experience in the plumbing trade; or an equivalent combination of training and experience. One year of the required experience shall be in both residential and commercial plumbing installations as a journeyman.

**Necessary Special Requirement**

Must possess, at the time of appointment, Standard Plumbing Inspector license issued by the State of Florida, or must meet the eligibility requirements to obtain a Provisional Plumbing Inspector license issued by the State of Florida.

Individuals hired under the provisional license option must obtain the Standard Plumbing Inspector license issued by the State of Florida within one year of appointment, as a condition of continued employment.

**Electrical Inspector**

Possession of a high school diploma or an equivalent recognized certificate and six years of experience in the electrical trade; or an equivalent combination of training and experience. One year of the required experience shall be in residential and commercial electrical installation as a journeyman

**Necessary Special Requirement**

Must possess, at the time of appointment, a Standard Commercial and Residential Electrical Inspector license issued by the State of Florida; or must meet the eligibility requirements to obtain a Provisional Commercial and Residential Electrical Inspector license issued by the State of Florida.

Individuals hired under the provisional license option must obtain the Standard Commercial and Residential Electrical Inspector license issued by the State of Florida within one year of appointment, as a condition of continued employment.

**Building Inspector**

Possession of a high school diploma or an equivalent recognized certificate and six years of experience in work involving industrial, commercial or residential building inspection, construction supervision, or design; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess, at the time of appointment, a Standard Building Inspector license issued by the State of Florida; or must meet the eligibility requirements to obtain a Provisional Building Inspector license issued by the State of Florida.

Individuals hired under the provisional license option must obtain the Standard Building Inspector license issued by the State of Florida within one year of appointment, as a condition of continued employment.

**Mechanical Inspector**

Possession of a high school diploma or an equivalent recognized certificate and six years of experience in work involving residential and commercial inspection, installation, supervision, or design; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess, at the time of appointment, a Standard Mechanical Inspector license issued by the State of Florida; or must meet the eligibility requirements to obtain a Provisional Building Inspector license issued by the State of Florida. If the employee is not in the role of performing inspection services to determine compliance with local and state building codes and regulations, the necessary special requirement does not apply.

Individuals hired under the provisional license option must obtain the Standard Mechanical Inspector license issued by the State of Florida within one year of appointment, as a condition of continued employment.

**Code Enforcement Inspector**

Possession of a high school diploma or an equivalent recognized certificate and six years of experience in work involving building inspection, construction supervision, or design; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess, at the time of appointment, a Standard Building, Electrical, Mechanical, or Plumbing Inspector license issued by the State of Florida; or must meet the eligibility requirements to obtain a Provisional Building, Electrical, Mechanical, or Plumbing Inspector license issued by the State of Florida. Individuals hired under the provisional license option must obtain the Standard Building Inspector license issued by the State of Florida and Code Enforcement Level I certification issued by the Florida Association of Code Enforcement within one year of appointment, as a condition of continued employment. All others must obtain the Code Enforcement Level I certification issued by the Florida Association of Code Enforcement within one year of appointment.

**Fire Safety Inspector**

Possession of a high school diploma or an equivalent recognized certificate and six years of experience in work involving building inspection, construction supervision, or design; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess, at the time of application, a valid Fire Safety Inspector certification issued by the State of Florida. Individuals hired as a trainee must obtain certification within one year of appointment, as a condition of continued employment.

Note: All Inspectors must possess a valid Class E State driver's License at the time of appointment.

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