

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

JOB TITLE: Building Code Inspector

JOB CODE: 6357

DEPARTMENT: Facilities Compliance and Quality Control

SCHEDULE: H0

DATE: 03/14/2007

BASIC OBJECTIVE

The Building Code Inspector works under the general supervision of the Senior Building Code Inspector/Construction Coordinator/Project Manager and in accordance with the standard practices of the applicable construction trades. The Building Code Inspector is a technical specialist in the various construction trades and assists the Senior Building Code Inspector/Construction Coordinator/Project Manager as a technical resource in all aspects of design, specifications, installations, inspection, maintenance, and repair performed by the specific trades persons.

JOB TASKS/ASSIGNMENTS

1. Under general supervision, and operating within established policies and procedures allowable by Florida, provides technical advice, guidance, and direction to trades personnel and others engaged in capital improvement, educational planning, construction, maintenance, and emergency repairs.
2. Assists with design and specification development as allowed by law. Observes work in progress and reports findings. Participates with others in inspections of work performed for Miami-Dade County Public Schools. Assists the Construction Coordinator/Project Manager in the interpretation of the Contract Documents and technical specifications and ensures compliance with their provisions during construction activities.
3. Provides technical reviews of architectural and engineering drawings, plans and specifications, submitted by Project Architects and Design Services Architects under the supervision of an Architect/Engineer. Facilitates and monitors compliance with Chapter 6A-2 Florida Administrative Code of State Board Rules, State Requirements for Educational Facilities (SREF), and Florida Building Code. Provides technical assistance, and completes Progress, Acceptance, and Warranty inspections of projects. Coordinates with Construction Coordinator/ Project Manager to ensure all closeout submittals and work are completed prior to processing final payments.
4. Assists trades persons in planning, estimating, laying out, and troubleshooting complex and/or unfamiliar projects. Advises on job safety and applicable code requirements.
5. Assists school site administrators on school funded projects and provides advice in resolving facilities use problems.
6. Provides technical information during inspection and provides advice on code related questions.

7. Advises administrative staff, Trade Support Foreperson, and trades foreperson on proper procedures and methods of installation and maintenance established by licensed responsible personnel.
8. Prepares technical reports, records, documentation for transmittal and other written correspondence as required.
9. Performs other job related duties as required.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. Work is performed indoors and outdoors and the worker is subject to noise, vibration, hazards and atmospheric conditions.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.
2. Ability to communicate effectively in both oral and written forms.
3. Acceptable written evidence of a minimum of six (6) years of diversified experience in a construction trade (i.e. sheet metal, carpentry, electrical, air conditioning, plumbing, painting, roofing, and heat systems) including two (2) years of documented Journeyperson level experience, and one (1) year of documented experience directing work of Journeyperson.
4. For applicable trades, possession of a valid Personal Certificate of Competency as a Journeyperson or Master issued by Miami-Dade, Broward, Monroe, Collier, or Palm Beach County.
5. For applicable trades, possession of a valid license/certificate for Building Code Inspector/Plans Examiner as described in State Statutes 468.603, 468.604, 468.607, and 468.609. (Note: The provisions of this paragraph are not applicable to the Painting trade).
6. Knowledge of building plans, materials, specifications and construction.
7. Required to work overtime, evenings, weekends and holidays.
8. Possession of a valid Florida Class E driver's license. Required to use personal vehicle to travel to and between work sites.
9. Satisfactory completion of a physical examination prior to hire date.