

The change in the Pay Grades is in response to the current market conditions. The new Pay Grades will not reduce the existing pay of the employees in the existing positions. Those who are either at or exceed the cap of the new Pay Grade will only be eligible for cost of living adjustments as approved by the Board.

To fully implement the above described changes, staff also recommends the Board delete Schedule B – Building Certification. Schedule B provides for the different classifications of positions within the Building Services Department and assigns differing Pay Grades based on the classification. The classifications are determined by the number of licenses or certifications. With the establishment of a uniform standard of licensing and certification, there is no longer a need for Schedule B – Building Certification. Staff recommends the Board delete Schedule B – Building Certification.

Staff requests the Board approve the following:

1. Elimination of the different classifications of the Building Inspector and establish the position of Standard Building Inspector, as attached, at a Pay Grade 26. The current Building Inspectors will be absorbed into the new Standard Building Inspector positions with no change in current pay.
 2. Elimination of the different classifications of the Building Plans Examiner position and establish the position of Standard Building Plans Examiner, as attached, at a Pay Grade 26. The current Building Plans Examiners will be absorbed into the new Standard Building Plans Examiners positions with no change in current pay.
 3. Revise the Building Official job description, as attached, at a Pay Grade 32.
 4. Revise the Chief Building Inspector position, as attached. No change in Pay Grade.
 5. Elimination of Schedule B – Building Certification.
 6. Those existing employees impacted by the change in job description that do not currently meet the new licensing and certification requirements of the new job description shall have until, June 14, 2012, to obtain the proper licensing and certifications required for the position or be terminated from employment by the County.
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**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Standard Building Inspector

DEPARTMENT: Building Services

DIVISION: Planning and Development

GENERAL DESCRIPTION:

Responsible inspection work for the purpose of enforcing codes regulating building construction and related activities. Inspection duties are performed in the fields of building, electrical, plumbing, mechanical, gas, and general code enforcement.

ESSENTIAL JOB FUNCTIONS:

1. Inspects buildings, plumbing, electrical, residential electrical, heating, air conditioning, gas and mechanical installations in the process of construction, expansion, alteration or removal and ensures that such work is done in conformance with applicable codes, approved plans and permits.
2. Identifies violations and enforces correction of code violations. Maintains records and makes reports.
3. Upon completion of construction, makes final inspection to verify full compliance with codes, approved plans and ordinances.
4. Advises and confers with building contractors, engineers, architects and others regarding building construction and applicable codes.
5. Assists the Building Official and Chief Inspector in the enforcement of all applicable building codes.
6. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
7. Regular attendance.

(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 structural, electrical, plumbing, gas and mechanical construction methods, procedures and materials.
- Knowledge of the building codes and ordinances relating to construction and inspections utilized in Sumter County.
- Ability to be firm in requiring remedy of building code violations.
- Ability to read construction codes, plans and specifications.
- Ability to prepare and maintain accurate records and to make necessary reports.
- Ability to establish and maintain effective working relationships with peers, contractors and others in the construction trade.

Standard Building Inspector

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years experience in the trades or as a building inspector, contractor, engineer, architect, superintendent, foreman or competent mechanic in charge of construction.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess the State of Florida, Department of Business and Professional Regulations, 1&2 Family Building Inspector Standard Certification and one (1) of the following Standard Certifications from the State of Florida, Department of Business and Professional Regulation: Building Inspector, Mechanical Inspector, Plumbing Inspector, or Residential Electrical Inspector or
- All four (4) of the following Standard Certifications from the State of Florida, Department of Business and Professional Regulation: Building Inspector, Mechanical Inspector, Plumbing Inspector, and Residential Electrical Inspector
- Must possess Level I Code Enforcement Certification from the Florida Association of Code Enforcement or other equivalent or greater certification in code enforcement.
- Possession of State of Florida, Department of Business and Professional Regulations, Standard Plans Examiner Certifications in the fields of; Building, Plumbing, Electrical, Residential Electrical, and Mechanical is preferred

ESSENTIAL PHYSICAL SKILLS:

- Moderate lifting and carrying (up to 45 pounds)
- Distinguish colors
- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Operation of a motor vehicle

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 50 feet)
- Some stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Reviewed 5/6/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Standard Building Plans Examiner

DEPARTMENT: Building Services

DIVISION: Planning & Development

GENERAL DESCRIPTION:

Highly skilled and advanced technical work in the review of building plans, blueprints, diagrams, surveys, specifications and similar documents required for building construction for residential and commercial buildings, additions, alterations or repairs for compliance with the Florida Building Code and other associated codes.

ESSENTIAL JOB FUNCTIONS:

1. Review plans, specifications and other data submitted to ensure conformance with building, electrical, plumbing, mechanical, life safety and other associated codes and laws.
2. Confers with architects, engineers, contractors and general public (in person, via telephone or correspondence) regarding code requirements and furnish technical advice regarding same. Attempt to resolve code problems designed into construction drawings. Coordinate plan revisions to facilitate permitting and field inspections.
3. Determine occupancy use, group, and type of construction. Verify that submitted data complies with the specific requirements of the code.
4. Provide advice and assistance to office and field staff regarding code interpretations. Ensure consistency in the interpretation of codes between staff members. Conduct field inspections as necessary to complete plan review and resolve code compliance issues.
5. Assist Building Official in the maintenance of code books and literature on approved building materials/processes, staff development and certification and other technical files.
6. Perform as Building Inspector when required.
7. Regular attendance.

(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

- Thorough knowledge of building code requirements and construction design, as well as other laws and regulations governing building construction.
- Thorough knowledge of approved methods and materials used in building construction and allied fields, and of the practical relationship of building construction, materials and methods to code adherence.
- Knowledge of record keeping systems, general math, business English, spelling and pertinent technical vocabulary.
- Ability to read and interpret large volumes of plans, blueprints, working drawings and construction diagrams and to recognize code violations. Ability to recognize deviations from such plans in building construction and installation processes.

Standard Building Plans Examiner

- Ability to establish and maintain effective working relations with contractors, architects, property owners, the public and co-workers.
- Ability to discuss construction and design methods, relating to the codes, with architects, engineers, contractors, homeowners, general public and department personnel.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise considerable initiative and independent, sound judgment and to work with minimum supervision to accomplish assigned duties.
- Skill in the operation of computers and other office equipment.
- Skill and ability in enforcing code regulations with tact and uniformity.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma; college degree in construction, architecture, engineering or related field is preferred.
- Must have five (5) years experience as a plans examiner or building inspector in a governmental agency.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess a State of Florida, Department of Business and Professional Regulation, Standard Plan Review Certification in the following fields: Building, Electrical, Residential Electrical, Mechanical, and Plumbing.
- Additional State of Florida, Department of Business and Professional Regulation, Standard Inspector Certifications in any of the following fields is preferred: Building, Electrical, Residential Electrical, Mechanical, or Plumbing.
- Additional Level I Certification in Code Enforcement by the Florida Association of Code Enforcement or other equivalent or greater code enforcement certification is preferred.

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

ESSENTIAL PHYSICAL SKILLS

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Lifting and carrying (up to 30 lbs).
- Distinguish colors
- Walking
- Standing
- Kneeling
- Bending
- Climbing
- Must be able to operate a motor vehicle.
- Must be able to sit for long periods of time and perform data entry.
- Flexibility to move, stoop, and reach to access office equipment, supplies and general filing.

ENVIRONMENTAL CONDITIONS

- Multi-desk office environment, requiring some daily public contact.
- Some field inspections required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Reviewed 5/6/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Building Official**

DEPARTMENT: **Building Services**

DIVISION: **Planning and Development**

GENERAL DESCRIPTION:

Highly responsible administrative and supervisory position responsible in the administration and management of the Building Department. Supervise the enforcement of building codes, regulations and policies as required to ensure public health, safety and welfare. Provides effective code interpretations and inspections; develop policies, methods and procedures; oversees and supervises subordinate personnel in the Building Services Department.

ESSENTIAL JOB FUNCTIONS:

1. Plans, assigns and supervises the building services staff. Delegate tasks found in the Chief Inspector, Building Inspector, and Plans Examiner job descriptions. Reviews and evaluates the work and performance of staff.
2. Oversees, supervises and coordinates the activities and personnel of the department which involves planning goals and other objectives. Instrumental in developing policies, methods and procedures and to establish training programs for staff. Maintains standards and helps coordinate inspection activities by allocating personnel effectively. Acts on employee problems and informs the Supervisor of such. Make recommendations on transfers, promotions, disciplinary actions and discharges. Writes employee performance evaluations.
3. Responsible for the examination and approval or rejection of plans, specifications and applications for building permits, contractor qualifications, inspections of buildings or structures as to approved plans and conformity with conditions of the building permit i.e. electrical, plumbing, mechanical, gas permits. Investigates and resolves complaints concerning health, safety and welfare of the general public, and other matters pertaining to the department, and acts accordingly. Consults with the general public, departmental officials, contractors, building owners and associates. Prepares information and documents as needed by the Supervisor.
4. Receives and reviews requests on alternative materials/methods for construction. Develops and submits changes pertaining to ordinances that affect Building Construction.
5. Approves and authorizes all certificates of occupancy and final inspections for the County. Interacts and communicates with an assortment of individuals and groups in the performance of daily activities which includes engineers, architects, contractors, general public, County Officials, subordinates, supervisors, vendors, etc.; explains and interprets codes and ordinances for the same.
6. Investigates construction failures and remedies; reviews violation of building codes as referred by inspectors. Helps in the arbitrations of controversies between general public/contractors and inspectors.
7. Supervises and enforces codes established by the County. Serves on various local, state and regional Boards. Attends seminars, meetings and other business functions pertaining to any changes or updates of laws, regulations, codes, procedures, enforcement, etc. in order to promote quality and compliance with in the operation of the Building Services Department.

Building Official

8. Receives and reviews new job applications and recommends employment or denial. Is responsible for the Building Services Annual Budget. Oversees revenue reports, expenditures, monthly reports, etc. Evaluates vehicle maintenance and telephone reports.
9. Regular attendance.

[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 building and zoning codes, laws and ordinances.
- Knowledge of current methods and practices of all types of construction.
- Knowledge of State statutes for building design and structural requirements.
- Ability to organize and present technical reports.
- Ability to interpret codes and ordinances.
- Ability to supervise inspectors and clerical staff.
- Ability to review, inspect and enforce codes.
- Ability to provide in-house training to technical staff.
- Ability to read and interpret construction drawings and blueprints.
- Ability to operate a personal computer and similar equipment.
- Skill in oral and written communications.
- Skill in tactfully resolving problems with staff and in field.
- Skill in establishing and maintaining effective work relationships with contractors and the public.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- College degree in Engineering, Architecture, Construction or related field is preferred.
- Prefer at least ten (10) years experience or equivalent as an architect, engineer, contractor or superintendent of construction; five (5) years of which are in a supervisory capacity,
- Prefer at least five (5) years experience as plans examiner or building inspector in a governmental agency.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Possession State of Florida, Department of Business and Professional Regulations, Standard Certification as a Building Code Administrator
- Possession of State of Florida, Department of Business and Professional Regulations, Standard Licenses in Building, Plumbing, Mechanical, Residential Electrical and Commercial Electrical: and including Plans Examiner fields of; Building, Plumbing, Electrical and Mechanical or as required by the Department of Business and Professional Regulations.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing.
- Ability to enter data into a computer.
- Ability to sit at a desk and view a display screen for extended periods of time.

Building Official

- Moderate lifting and carrying (up to 45 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing of ladders
- Must be able to operate a motor vehicle

ENVIRONMENTAL CONDITIONS:

- Works inside and out-of-doors.
- Heights up to 50 feet.
- Stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Reviewed 4/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Chief Building Inspector

DEPARTMENT: Building Services

DIVISION: Planning & Development

GENERAL DESCRIPTION:

Highly responsible administrative and professional work in coordinating, overseeing and performing building inspections, plan examinations, and permitting operations for the purpose of enforcing codes regulating building construction and related activities, and general code enforcement. Inspection, plan examination and permitting duties are performed in all certification categories (building, electrical, plumbing, mechanical). Responsible for the supervision and management of the building inspectors and building inspection contractors.

ESSENTIAL JOB FUNCTIONS:

1. Assist Building Official in the daily oversight and supervision of plans examination, building inspections and permitting activities. Direct work assignments for building inspectors and building inspection contractors.
2. Assist the Building Official with management and supervision of the building plans examiners and provide assistance in the coordination of activities with the Development Coordinator related to building permitting, code enforcement, and contractor licensing activities.
3. Inspect buildings, plumbing, electrical, heating, air conditioning, and mechanical installations in the process of construction, expansion, alteration or removal and assure that such work is done in conformance with applicable codes, approved plans and permits. Identifies violations of the Florida Building Code, County Code of Ordinances, and other applicable rules and regulations and enforce correction of defects. Maintain records and make reports. Upon completion of construction, assist with final inspections to verify full compliance with codes and approved plans to achieve Certificate of Occupancy or Certificate of Completion.
4. Confer with architects, engineers, contractors and general public regarding code requirements and provide technical information.
5. Assist Building Official in the enforcement of contractor licensing ordinances.
6. Serve as lead inspector for code enforcement activities.
7. Assist Building Official in the supervision and management of private contractors for building services.
8. Review plans, specifications and other data submitted to ensure conformance with building, electrical, plumbing, mechanical, life safety and other codes and laws. Attempt to resolve code problems related to construction drawings.
9. Provide advice and assistance to office and field staff regarding code interpretations. Assure consistency in interpretation of codes among staff members. Conduct field inspections as necessary to complete plan review and resolve code compliance issues.

Chief Building Inspector

10. Assist Building Official in maintenance of code books and literature on approved building materials/processes, staff development and certification and other technical files. In the absence of the Building Official assists in that capacity as directed by the Building Official.

11. Regular attendance.

(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 department plans examination, building permitting and inspection policies and procedures.
- Knowledge of structural, electrical, plumbing, and mechanical construction methods, procedures and materials.
- Knowledge of the building codes and ordinances relating to construction plan review, permitting and inspections in the County.
- Knowledge of possible building construction and mechanical compliance issues.
- Ability to be firm in requiring remedy of building construction compliance issues.
- Ability to read and interpret construction codes, plans and specifications.
- Ability to prepare and maintain accurate records and necessary reports.
- Ability to supervise a team of employee
- Ability to establish and maintain effective working relationships with contractors and others in the construction trade.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years experience in the trades as a Building Inspector, Contractor, Engineer, Architect, Superintendent, Foreman or competent mechanic in charge of construction.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess State of Florida, Department of Business and Professional Regulations, Standard Inspector Certifications in all of the following fields: Building, Plumbing, Mechanical, Electrical, Residential Electrical and Commercial Electrical..
- Must possess Level 1 Code Enforcement Certification from the Florida Association of Code Enforcement or other equivalent or greater code enforcement certification.
- Possession of State of Florida, Department of Business and Professional Regulations, Standard Plans Examiner Certifications in the fields of; Building, Plumbing, Electrical, Residential Electrical, and Mechanical is preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying (up to 45 pounds)
- Ability to communicate both orally and in writing
- Ability to enter data into a computer.
- Ability to sit at a desk and view a display screen for extended periods of time.

Chief Building Inspector

- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing of ladders
- Able to operate a motor vehicle

ENVIRONMENT CONDITIONS:

- Works inside and outside in varying weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 50 feet)
- Some stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Reviewed 5/6/11

Schedule "B"

Classification	Minimum Licenses Required (Core)	Range #	Pay Rates
Bldg. Inspector I	One Standard Inspector License.	24	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector II	Two Standard Inspector Licenses or the One & Two Family Inspector License.	25	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector III	Three Standard Inspector Licenses or the One & Two Family Inspector plus one Standard Inspector License.	26	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector IV	Four Standard Inspector Licenses or the One & Two Family Inspector plus two Standard Inspector Licenses.	27	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector V	Five Standard Inspector Licenses or the One & Two Family Inspector plus three Standard Inspector Licenses.	28	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Chief Inspector	Standard Inspector Licenses in categories (Building, plumbing, mechanical, residential and commercial electrical) Plans examiner licenses preferred.	30	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner I	One Standard Plans Examiner License or the One & Two Family Plans Examiner License.	25	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner II	Two Standard Plans Examiner Licenses or the One & Two Family Plans Examiner License plus one Standard Plans Examiner License.	26	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner III	Three Standard Plans Examiner Licenses or the One & Two Family Plans Examiner license plus two Standard Plans Examiner Licenses.	28	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner IV	Four Standard Plans Examiner Licenses.	29	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Chief Plans Examiner	Standard Plans Examiner Licenses. (building, electrical, mechanical and plumbing) Provisional or Standard Inspector Licenses preferred.	30	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Building Official	Meet minimum requirements of F.S.468 for Building Code Administrator and obtain Standard or Provisional license from state BCAIB.	33	Additional individual trade inspector and plans examiner licenses, education and experience will be considered in determining salary.

Notes:

1. New employees will serve a minimum 6-month introductory period.
2. Existing employees who have obtained all required core licenses, and upon recommendation by the Building Official, may be promoted to Inspector II, III, IV or V position.
3. Existing employees who have obtained all required core licenses, upon recommendation by the Building Official, may be promoted to Plans Examiner II, III or IV position.
4. Those persons interested in achieving additional licenses, not listed below, based upon approval by the Building Official may qualify for a 2.5% salary increase. Failure to maintain licenses or certifications will result in loss of the respective salary increase.

Building Inspector License Categories:

Building Inspector
 Mechanical Inspector
 Plumbing Inspector
 Residential Electrical Inspector
 Commercial Electrical Inspector
 One & Two Family Inspector

Plans Examiner License Categories:

Building Plans Examiner
 Mechanical Plans Examiner
 Plumbing Plans Examiner
 Electrical Plans Examiner
 One & Two Family Plans Examiner