

CM /rrp
09/25/2024

RESOLUTION NO 2024 - 117

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN JOB POSITION AND DESCRIPTION FOR BUILDING INSPECTOR; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO INCLUDE SAID POSITION AND DESCRIPTION IN THE CITY'S POSITION DESCRIPTIONS MANUAL; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

WHEREAS, the City has need of a new position entitled "Building Inspector" (the "New Position"); and

WHEREAS, the City desires to approve the New Position and include the description for the New Position in the Manual; and

WHEREAS, approving the New Position and including the description for the New Position in the Manual is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the New Position and including the description for the New Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the New Position as described in the position description in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the New Position and the description thereof attached as the exhibit hereto in the Manual; and
4. All prior resolutions of the City Council of the City of Lake City in conflict with this

resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of October, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Stephen M. Witt, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

City of Lake City, FL

Classification Description

Classification Title: BUILDING INSPECTOR
Department: GROWTH MANAGEMENT

Pay Grade: 15
FLSA Status: Non-Exempt

General Description

This position performs complex technical work in the enforcement of the Florida Building Code. Work involves the inspection of all phases of building construction and alteration (structural, plumbing, electrical and mechanical) including sites, buildings, structures and facilities to insure compliance with codes. The employee reports to and works under the general direction of the Building Official.

Nature of Work

Essential Functions:

Inspects for structural, plumbing, electrical, and mechanical of buildings, structures and facilities in protection of the public health, safety and welfare pursuant to the enforcement of adopted codes and ordinances in accordance with licensure held. Inspects for structural, plumbing, electrical, and mechanical of buildings, structures and facilities in the process of construction, erection, alteration, modification, repair, or demolition and upon completion for compliance with the approved plans. Inspects mobile homes for positioning, blocking, leveling, supporting and tying down and the connection of utility systems. Processes applications and confers with the Building Official on questions and policies, other inspection issues and code interpretations. Advises and confers with contractors, engineers, architects, and others regarding construction codes and building plans. Investigates complaints and enforces corrective actions. Maintains records and makes reports. Daily use of computer equipment and software for up-to-the-minute data entry of inspection results, comments, uploading images and adding documents into the permit system. Establish and maintain harmonious relationships with other employees and the general public. Must be able to present facts and recommendations effectively in oral and written form. Attends hearings, meetings and conferences as needed. In emergency conditions will conduct building damage assessment inspections or other assigned duties. Regular physical attendance and punctuality is essential to completing job duties.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to use considerable initiative and independent judgment in conducting field inspections.

- Knowledge of modern practices of structural, plumbing, electrical, and mechanical construction and inspection techniques.
- Knowledge of all aspects of building construction methods and materials. Ability to read and interpret, construction plans, specifications, and other drawings.
- Skills and ability to meet with and deal effectively with the public while establishing and maintaining professional relationships with the general public, fellow employees and outside professional associates.
- Ability to clearly answer questions, enforce fairly and impartially the adopted codes, rules and policies.
- Ability to work independently in carrying out assignments to completion. Ability to access, input and retrieve information from a computer.
- Skilled in the operation of standard office equipment including but not limited to a document scanner and a personal computer using program applications appropriate to assigned duties.
- Ability to gain knowledge of county ordinances, permitting and licensing procedures and processes.

**EXHIBIT TO
RESOLUTION**

**NOT FOR
EXECUTION**

- Ability to resolve complex and sensitive customer service issues, either personally, by telephone or in writing.
- Ability to research, prepare and maintain accurate records and to make necessary reports in writing or using a computer.
- Ability to work under pressure with interruptions and meet challenging deadlines. Ability to organize and prioritize work assignments.
- Ability to maintain regular and punctual attendance. Skills in map reading, general travel directions and navigation.
- Ability to operate a motor vehicle in a safe manner. Ability to physically perform inspections.

Equipment: Uses computers for data entry. Uses copiers and other office machinery.

Minimum Qualifications: Graduation from an accredited high school or possession of an acceptable equivalency diploma; and is at least 18 years of age; and five (5) years' experience in the trades or as a building inspector, builder, engineer, architect, superintendent, foreman, or competent mechanic in charge of construction or post-secondary education and experience which totals four (4) years, with one (1) year of such experience in construction building experience.

Professional Licenses/Mandatory Requirements

Must possess a valid Florida operator's license issued by the Florida Department of Motor Vehicles, and must be able to obtain certification from the Florida Department of Professional Regulation in the trade in which that inspector shall conduct inspections. It is the intent that building inspectors become cross trained and certified in each of the four major building construction trades. Provisional certificates acquired for any trade shall be converted to a standard certificate, as prescribed by law, as a condition of continued employment. Final rate of pay is determined by level of experience and licensure.

ESSENTIAL PHYSICAL SKILLS

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to communicate effectively both orally and in writing, extended sitting and standing, and intermittent walking, bending, crawling, stooping and kneeling. Ability to lift and carry up to 50 pounds. Manual dexterity while standing, sitting, bending or twisting

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

EXHIBIT-NOT FOR EXECUTION
Employee Name Printed

EXHIBIT-NOT FOR EXECUTION
Employee Signature

Date

**EXHIBIT TO
RESOLUTION**

**NOT FOR
EXECUTION**