

6. Accurately and legibly completes and maintains records, reports, forms, and other required documentation.
7. Safely and efficiently drives and operates city vehicles as required. Transports supplies, tools, or other material to and from job site
8. May be assigned code enforcement responsibilities as deemed necessary

Responsibilities:

Responsible for the determination that construction projects covered by codes and regulations are in compliance with City Codes and Ordinances Responsible in work to the Building Official

Minimum Education and Training

Level IV (Grade 138)

Must possess and maintain three (3) Inspector or two (2) Inspector and one (1) Plans Examiner license(s): Inspector license(s) in Building, Electrical, Plumbing or Mechanical; or any Plans Examining license(s) as required by Florida Statute 468.601-468.633 and Chapter 61G19 Florida Administrative Code. Alternatively, must possess and maintain a One- and Two- Family Dwelling Inspector license.

Level V (Grade 140)

Must possess and maintain four (4) Inspector or Plans Examiner licenses: Inspector license(s) in Building, Electrical, Plumbing or Mechanical; or any Plans Examining license(s) as required by Florida Statute 468.601-468.633 and Chapter 61G19 Florida Administrative Code. Alternatively, must possess (1) one of these licenses and possess and maintain a One- and Two- Family Dwelling Inspector license.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of applicable construction regulations, ordinances, codes and building inspection principals and practices. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Capable of examining plans for conformance with codes and ordinances. Ability to conduct inspections of construction sites for new buildings, additions, manufactured home installations, swimming pools, boat lifts, etc. Awareness of occupational hazards and safety precautions. Capable of prioritizing and completing multiple tasks in a fast-paced environment, handle the pressure of deadlines and deal with difficult people with courtesy and self-control. Ability to render consistent and accurate interpretations of codes and regulations and to communicate same to contractors and affected property owners. Must be able to establish and maintain effective working relationships with supervisors, co-workers, government officials, contractors and the general public. Possess a valid Florida Driver's license, free of any serious violations

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Development Services Department.

Physical Requirements:

Ability to sit, stand, climb, bend, kneel, stoop, reach, push, pull and lift. Ability to walk on rough ground (sand, woods, overgrown areas) and work both indoors and outdoors. Must have good vision with or without corrective lenses. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Works in both an office environment and outdoors in all kinds of weather.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions

START SALARY: \$55,328.83 - \$80,779.71 ANNUAL - Level IV (Grade 138)
 \$59,270.85 - \$86,532.78 ANNUAL - Level V (Grade 140)

PLEASE NOTE: Any interested applicant must complete a City application either online at www.venicegov.com or on paper at the Administrative Services Department.
This posting is open UNTIL FILLED.

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background and references from previous employers.

The City of Venice is an Equal Opportunity Employer

