

WANT TO WORK FOR A BEAUTIFUL SMALL COASTAL TOWN?



TOWN OF HIGHLAND BEACH, FLORIDA Employment Opportunities

The Town of Highland Beach is seeking motivated and qualified professionals to fill full-time positions in the Building Department.

Highland Beach is a small, quaint and unique 3-mile beachside town located between the Atlantic Ocean on the east and Intracoastal Waterways on the west. The Building Department is located in a newly renovated building which makes for an excellent work environment.

The Town of Highland Beach is an Equal Opportunity Employer and a Drug Free Work Place offering the following benefits:

- 100% Paid Health Insurance for Employees and Their Families
- Health Reimbursement Account (HRA) Contributions Made by the Town
- Member of the Florida Retirement System
- 12 Paid Holidays, 12 Sick Days, 10 Vacation Days (increases with longevity), and 3 Personal Days

MULTI-CERTIFIED INSPECTOR

SALARY RANGE: \$26.14 TO \$41.82 PER HOUR

Closing date: Open Until Filled.

For more information on the open positions and to view the full job descriptions, please visit the Town's Employment webpage at www.highlandbeach.us.

All interested persons, please submit an employment application and resume to:

Lanelda Gaskins, MMC, Town Clerk

Town of Highland Beach
3614 S. Ocean Boulevard
Highland Beach, FL 33487
(561) 278-4548

lgaskins@highlandbeach.us



TOWN OF HIGHLAND BEACH

Multi-Certified Inspector

Department: Building	Status: Full-Time Permanent (40 hrs./wk.)
Department Code: 001-524.000	Classification: Non-exempt
Immediate Supervisor: Building Official	Pay Grade: 27
Directly Supervises: N/A	Salary Range: Hourly: \$26.14 – \$41.82 Annually: \$54,569.00 – \$86,990.00

Position Summary:

Under general direction, the purpose of the position is to inspect structural, electrical, mechanical, or plumbing building/development to enforce compliance with all local, state and federal laws, ordinances and regulations to ensure the safety and welfare of the general public.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Performs systematic site inspections of skilled trades work for new and existing construction within the town, to ensure compliance with all applicable local, state and Federal codes and regulatory requirements in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Verifies compliance with approved building permits, plans and specifications; reviews and approves work of completed projects.
- Maintains files of inspections.
- Provides technical advice and consults with architects, engineers, general and specialty contractors.
- Reads and interprets blue prints and specifications for construction plans and designs.
- Reviews submittals for accuracy and completeness for transmittal to Building Official.
- Prepares reports, correspondence, etc. as directed by Building Official.
- Performs weekly inspections of properties to ensure conformance with the Town Code of Ordinances.
- Investigates complaints regarding code issues that may include violations. Determines their validity and initiates appropriate follow-up activities.
- Interviews property owners, tenants and complainants; recommends measures for addressing code issues and/or correcting violations.
- Assists in presenting accurate and complete cases to the Code Enforcement Board.
- Prepares and maintains written and electronic reports and records such as Notice of Violation, Notice of Hearing, memorandums, etc.
- Communicates with Building Official on any structural problems, code issues or regulatory

requirements that have not been resolved.

- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge; attends annual continuing education courses for re-certification.
- All duties as assigned by the Building Official.

Minimum Qualifications:

Education and Experience

High School Diploma or possession of an acceptable equivalency diploma. Five (5) to seven (7) years of prior experience required with an emphasis in inspections and/or code enforcement. (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Knowledge, Skills and Abilities Requirements

- Knowledge of building codes and related laws and ordinances.
- Knowledge of various types of building construction materials and methods and stages of construction in order to be able to determine when violations and defects may most easily be observed and corrected.
- Ability to read and interpret documents such as plans, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to respond to various parties in a courteous and professional manner, regardless of the circumstances.
- Ability to comprehend and apply principles of mathematical concepts as related to this position.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions that are in accordance with laws, ordinances, and established principles.
- Ability to follow and interpret instructions furnished in written, mathematical, graphical and oral format.
- Computer skills, including experience with software applications appropriate to this position.

Special or Desired Requirements

- Must have Standard Certification as Inspector from the Florida Department of Business and Professional Regulation, Board of Building Code Administrators and Inspectors, or the ability to obtain a Provisional Certification upon employment and Standard Certification within one (1) year of employment in accordance with Florida Statutes Chapter 468, Part XII.
- Possess Fundamentals of Code Enforcement (Previously known as Level 1) or higher certification or the ability to obtain within one (1) year of employment.
- Possess and maintain a valid Florida driver's license.

Physical Demands/Environmental Conditions:

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

The employee must occasionally lift, carry, push, pull and/or move up to 30-50 pounds. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth and visual cues or signals.

The work is performed in an office setting and at construction sites. The employee may be exposed to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity rain, fumes, temperature extremes, machinery, electric currents, traffic hazards, bright/dim light, toxic agents, or ladders/heights.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace, an Equal Opportunity Employer, and complies with the American with Disabilities Act.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

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