



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Building Inspector
DEPARTMENT: Community Development
DIVISION: Building
SUPERVISED BY: Building Official

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Building Inspector is responsible for inspecting building construction projects to ensure compliance with applicable codes, regulations, and approved plans. Work involves reviewing construction stages, issuing inspection reports, and addressing code violations. The position also includes clerical duties, records maintenance, and preparing activity reports. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

Employees in this position may be required to perform any or all of the following duties:

- Inspect building construction projects to ensure compliance with codes, regulations, and approved plans.
- Conduct final inspections to verify that completed projects meet established standards.
- Identify construction violations, hazardous conditions, or faulty workmanship and issue verbal and written instructions to contractors or responsible parties for corrective action.
- Maintain inspection records, reports, and related clerical documentation.
- Prepare and submit required reports on inspections and compliance activities.
- Enforce codes and regulations firmly, tactfully, and impartially.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of construction materials, methods, and practices used in general building construction.
- Knowledge of construction codes, City ordinances, and State statutes related to building and licensing.
- Knowledge of construction stages where defects or violations are most effectively identified and corrected.
- Ability to recognize unsafe conditions or non-compliant construction.
- Ability to read, interpret, and apply building construction plans and specifications.
- Ability to prepare accurate inspection records and reports.
- Ability to establish and maintain effective working relationships with contractors, engineers, employees, and the public.
- Ability to operate computers and inspection-related software.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

Physical Skills / Working Conditions

- Ability to lift and/or move up to 45 pounds, and to push or pull heavy objects (with or without handling devices such as dollies or carts, or with team assistance).
- Ability to walk, stoop, bend, and climb to perform inspections.
- Ability to communicate effectively using verbal, written, and visual methods.
- Must be able to operate a motor vehicle to visit job sites.
- Work is performed both indoors and outdoors.

Education, Training, and Experience

- High school diploma or equivalent.
- Five (5) years of verified construction-related experience, documented by a licensed contractor, engineer, or architect.
- Must obtain a provisional Building Inspector license within 120 days of hire to qualify for examination.

Licenses / Certifications

- Valid Florida Driver's License.
- Must successfully pass required examinations to achieve F.S. 468 Standard Certification as a Building Inspector within one (1) year of hire to fulfill minimum Building Inspector I certification requirements.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE