**Building Inspector Assistant**

**Job Title: Building Inspector Assistant**

**Building Inspector Assistant Job Purpose**:

We are looking for a full time 1 & 2 family certified building inspector. Assisting the Permit Technician & Building Inspector with accepting and processing permits, scheduling inspections and other clerical duties as needed.

**Building Inspector Job Duties:**

* Process and prepare permits.
* Enter new contractor Registrations and update documents into system.
* Close out permits once completed and issue certificate of occupancies for new home construction.
* Prepare Fee sheets.
* In field inspections for safety, structural, electrical, mechanical etc.
* Cover the building department in the absence of the Permit Tech.

**Assistant Skills and Qualifications:**

A high school diploma or equivalent, valid Florida Driver’s License, state license as a 1&2 Family Dwelling Inspector or able to obtain provisional license within 90 days of hire and obtain standard license in time allowed by the state.

Prefer: Construction background in Family Trades