



# Town of Dundee

## HUMAN RESOURCES

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### POSITION DESCRIPTION

**Position Title:** Building Inspector

**Department:** Building & Business Services

**Salary Range:** Up to \$60,000.00 annually

**Hours per Week:** Full-Time / 40 hours

**Benefit Eligibility:** Full Benefits

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### Job Summary

The Building Inspector plays a key role in ensuring the safe, legal, and efficient development of the community by inspecting and enforcing building codes, standards, and regulations. The position involves inspections, permitting, customer service, and general support for the Building & Business Services Department.

### Essential Duties

- Conduct inspections of single-family residences to verify conformity with approved plans, local ordinances, and national, state, and local building codes.
- Interpret and apply construction codes, regulations, specifications, and legal descriptions for various building projects.
- Assist in the permit application process, ensuring compliance with building codes and ordinances.
- Update and maintain contractor registration information in the permitting system.
- Close out permits upon project completion, ensuring all inspections are satisfied, and issue Certificates of Occupancy for new construction.
- Provide assistance with permit fee calculations and fee sheet preparation.
- Perform on-site inspections for safety, structural integrity, electrical, mechanical, plumbing, and other aspects of construction projects.
- Serve as backup support to the Permit Technician in their absence.
- Provide exemplary customer service, addressing inquiries, assisting contractors and the public, and providing guidance on regulatory compliance.
- Other duties as assigned by the Building Official or Department leadership.

### Minimum Qualifications

- A minimum of 5 years of progressively responsible experience in the construction or building industry, with a focus on residential projects.
- Florida State certification as a 1 & 2 Family Dwelling Inspector, or the ability to obtain a provisional license within 120 days of hire, with full certification within the timeframe allowed by the state.
- Strong background in the construction trades, including knowledge of current building codes and best practices.

- Excellent communication skills, both verbal and written, to effectively interact with the public, contractors, architects, engineers, and other stakeholders.
- Proven ability to problem-solve, make accurate decisions, and handle situations promptly.
- Must possess a strong work ethic, with an excellent attendance record.
- Authorization to work in the United States.
- A valid Florida State Driver’s License with a clean driving record.
- High School Diploma or equivalent; additional certification or relevant coursework in building trades or construction management is a plus.

**Other Requirements**

**Tools and Equipment Used**

- Various office equipment, including computers, printers, and fax machines.
- Building plans, site maps, and related documents.
- Inspection tools such as cameras, measuring devices, and safety equipment.
- Future work practices may require the use of updated technology and tools.

**Working Conditions and Physical Abilities**

- Inspections require outdoor work in various weather conditions and environments, including occasional exposure to dust, noise, fumes, and poor ventilation.
- The job requires walking, standing, and lifting up to 20 lbs. when performing field inspections.
- Some indoor work involves prolonged sitting and use of computers and office machinery.
- Work conditions may occasionally be stressful due to the need to meet deadlines or enforce compliance with building codes.
- The role involves some exposure to hazardous conditions (e.g., electricity, water, and structural risks), with the need for protective gear such as hard hats, safety boots, and rain gear when necessary.
- Strong hand-eye coordination and fine motor skills for computer use and office operating equipment.
- Ability to hear and speak clearly in person and on the phone.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.*

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**Signature**

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Date

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**Print Name**