



## JOB OPENING

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### Chief Building Inspector – Part Time (30 Hours)

**Salary Range:** \$ 52.53 per hour

*Part-Time, Non-Exempt position*

**Closing Date:** Open until filled

**Reports to:** Building Official

**Summary:** The Chief Building Inspector works under the general supervision of the Building Official and performs highly responsible and complex technical work in connection with the duty to enforce all provisions of the Florida Building Code, Miami-Dade County Code, Town Code, and other related codes. Work includes office and field duties.

#### Essential Duties:

- Manages and assigns work among the building inspectors and building plan examiners, as directed.
- Reviews plans and permit applications for building work to be one for commercial and residential use.
- Inspects new and existing buildings and structures to ensure compliance with the applicable codes and approved plans and specifications.
- Issues verbal and written notices of code violation and citations for code violations.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Research problems and complaints regarding commercial and residential work and code compliance.
- Observes building conditions and issues notices of violations for corrections of violations.
- Oversees powers and duties as may be delegated by the Building Official.
- Enforces and explains pertinent sections of the Building Code.
- Maintains high ethical, honesty and moral standards
- Presents code violations cases to the Code Compliance Special master, if necessary.
- Assists in emergency response operations as needed, follows all FEMA training and Town protocols.
- Performs other duties assigned.

#### Knowledge, Skills, and Abilities:

- Ability to work in an outdoor setting and perform inspections which may require climbing ladders, standing or sitting for extended periods of time, traveling to various work locations and lifting and carrying light to moderate objects.
- Extensive knowledge of all functions relevant to the processing and approval of building construction projects.
- Extensive knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline.
- Ability to detect deviations from plans, regulations and standard construction practices.
- Communicate clearly and concisely both orally and in writing.
- Ability to interact with the public in an effective and courteous manner.
- Ability to operate basic office equipment and be computer literate.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship, methods and materials of construction.
- Ability to get along with others and work effectively and courteously with the public and fellow workers.
- Communicate clearly and concisely, both orally and in writing.
- Ability to balance on narrow, slippery or erratically moving surfaces; climb, kneel, crawl, crouch, feel, finger, grasp handle; receive information through oral communication; make rational decisions; pull, push, reach; express ideas



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- through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal, making general observations of facilities, operating heavy equipment and making visual inspections; and walk from one work site to another.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

### **Minimum Qualifications:**

#### **Education and experience:**

- A High School Diploma or a GED equivalent.
- Standard certification by the State of Florida Department of Business and Professional Regulations as an inspector and plans examiner. Provisional certification in those categories will be acceptable for the period allowed prior to obtaining standard certification.
- Three to Five Years of experience as a Building Inspector.
- Must meet the licensing qualifications set forth in Article II Chapter 8, Section 8-21 of the Code of Miami Dade County for Chief Building Inspector with commercial/residential roofing inspector a plus and have or be able to obtain a certificate from the Miami Dade County Board of Rules and Appeals.
- Must have a valid motor vehicle operator's license.
- Certification as a Floodplain Manager, a plus.
- Must have a thorough knowledge of current codes and regulatory standards governing the State's building construction industry as well as Town codes, ordinances, and regulations,

#### **Licenses and or certifications:**

**Must meet the licensing qualifications set forth in Article II Chapter 8, Section 8-21 of the Code of Miami-Dade County for Building Inspector with commercial/residential roofing inspector a plus and have or be able to obtain a certificate from the Miami-Dade County Board of Rules and Appeals.**

*The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.*

*Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test*

**To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: [Jobs@miamilakes-fl.gov](mailto:Jobs@miamilakes-fl.gov) Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.**

Approved: 09/16/2025