



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Building Inspector

Position: Building Inspector
Department: Building Department
Hourly Range: \$22.00 – \$30.80
Full-time: Non-Exempt
Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.
Location: Lake Hamilton Town Hall
Deadline: Open until filled

Individuals interested in the position should submit the Town of Lake Hamilton, Employment Application and resume to the Town Administrator's Office, P.O. Box 126, Lake Hamilton, Florida 33851. Employment application can also be completed online at www.townoflakehamilton.com/jobs

The Town of Lake Hamilton is a Drug-Free Workplace and an Equal Employment Opportunity Employer.

Position Function/Nature of Work:

Performs residential inspections and plan review regarding building construction, alterations, additions and repairs of one- and two-family dwellings. Work is performed under the direction of the Building Official and is reviewed annually.

Essential Duties:

- Conduct field inspections of work in progress or completed projects under approved building permits for conformance with the Florida Building Code Residential and other national and local codes or ordinances.
- Maintain files of inspections.
- Operate Town building software for the input of inspection results and other information as required.
- Provide technical advice and consult with architects, engineers, general and specialty contractors, and homeowners.
- Perform other non-essential duties as required.

Knowledge/Skills/Abilities:

- Knowledge of the Florida Building Code.
- Knowledge of various types of building construction materials, 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 respond to various parties in a courteous and professional manner, regardless of the circumstances.

- 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.

Minimum Requirements/Qualifications:

- High School Diploma or GED.

Other requirements:

- Must be 18 years of age or older.
- Must possess a valid State of Florida drivers' license.
- Must possess an honorable military discharge if applicant has been service connected.
- Must be a United States citizen or naturalized citizen.
- Must pass a physical examination and drug urinalysis test.
- Must not have been convicted of a felony.
- Must endure a personal, professional, and moral background investigation to determine honesty, maturity and dependability.
- Must be fluent in the English language; ability to communicate in Spanish is preferred.

Licenses/Certifications:

- One- and Two-Family Dwelling Inspector
- Commercial Building Inspector

Special Consideration:

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.

