

INSPECTIONS SCHEDULER I**NATURE OF WORK**

This is specialized technical and clerical work assigning and recording building construction, landscaping, occupational license, electric waiver and general inspections related to the enforcement of the County's Building Construction Codes.

An employee in this position performs work of a specialized nature requiring continuous public contact. Work involves scheduling field inspections (building, electrical, mechanical and plumbing) of residential and commercial construction at predetermined stages of construction and recording inspection results. Duties also include advising customers and answering questions regarding County procedures to ensure all proper sub-permits are pulled and that inspections proceed sequentially. Contractors, developers, owner builders and field inspectors rely on the Inspection Schedulers to ensure all requirements have been met prior to the issuance of Certificates of Occupancy, Certificates of Completion, substantial completions (shell buildings only) and Electrical Power Releases. Work is performed under the supervision of the Inspections Scheduler Supervisor and is reviewed for adherence to County and departmental procedures.

EXAMPLES OF WORK

Receives requests from contractors, field inspectors (building, electrical, mechanical, plumbing and landscaping) and the general public for inspections of residential and commercial properties.

Receives requests from new business owners for occupational license inspections.

Assists customers by reviewing construction histories (residential and commercial) to ensure all required inspections are performed in accordance with Building Construction Codes.

Reviews computer data to ensure permit description, subdivision and inspection areas are correct; alerts supervisor to any problems.

Collates Certificate of Occupancy histories prior to transferring histories to records.

Dispatches radio communications to field inspectors.

Locates inspection area on County map by section, township and range for occupational license inspections.

Separates and collates copies of Certificates of Occupancy for the School Board, utility companies and Records Section.

Communicates with chief and field inspectors regarding inspection histories, results, location of job sites and other pertinent information.

Maintains records of scheduled inspections and inspection results via computer.

Notifies the proper utility company of electrical power releases including emergency service changes, electric waivers and general electric inspections.

Performs related work as required.

INSPECTIONS SCHEDULER I - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Some knowledge of construction terminology and inspection procedures.
Some knowledge of building, mechanical, electrical and plumbing Building Codes.
Some knowledge of the Palm Beach County geographic area.
Skill in basic problem solving.
Ability to establish and maintain effective working relationships with the general public and fellow employees.
Ability to operate computer terminals and/or personal computers.
Ability to perform multiple tasks at the same time.
Ability to provide good customer service and to handle irate and/or impatient customers.
Ability to operate multi-line telephones.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; one (1) year of customer service experience in an office environment; or any equivalent combination of related training and experience.