

Development Services – Building Inspections Intern

Minimum Preparation for Work:

College or high school student, 16- to 24-years old, who resides or attends school in Escambia County with sufficient education to demonstrate an ability to read and write and follow written instructions.

Necessary Special Requirements:

Knowledge of English usage, spelling, grammar, and punctuation; arithmetic and basic mathematical calculations. Ability to communicate clearly and concisely, both orally and in writing. Provide research assistance; collect and analyze data, prepare correspondence and reports. Establish and maintain effective working relationships with those contacted in the course of work. Display interest and desire to expand knowledge in the construction industry, engineering, architecture, contracting, project management, or building code enforcement.

Nature of Work:

This is skilled and technical construction inspection work in securing compliance with construction plans, specifications, municipal codes, ordinances, and regulations. An employee in this class performs responsible and technical para-professional civil engineering inspection work on a variety of roadway, utility and site development projects.

Examples of Work:

- Checks plans and specifications for proposed construction of all building and building improvements within the City.
- Makes field inspections to ensure compliance with building code and that plans and other laws are followed.
- Participates in the process for the demolition of buildings and structures in the City.
- Enforces numerous City, County and Federal laws.
- Inspects existing buildings for safety and compliance with other laws.
- Secures evidence of violations, and when necessary, assists in the prosecution of these cases.
- Advises and consults with professional designers, builders, plumbers, and the general public in regard to approved design methods, materials, and laws.
- Keeps various operating records and makes reports.
- Inspects a variety of roadway, utility, site development, and other construction projects.
- Reviews plans and specifications with contractors; interprets them when necessary and provides oversight to the execution and quality of contractor's work.
- Inspects contractors' records; inspects work continuously and at all stages to ensure conformity with plans and designs.
- Inspects stormwater drainage and sanitary sewer installations, subgrades, grades and lines, expansion joint installations, the application of roadway base and asphalt, curbing, and the finishing and curing of concrete surfaces and various other surfacing materials.
- Inspects and examines the weight, quantity, and quality of materials for conformity with established requirements and specifications.
- Takes samples of cement, concrete, sand, gravel, steel, paints, oil, asphalt, and other materials in order to make routine and standard tests independently or to have these materials tested at a laboratory.
- Coordinates with contractors concerning project schedules and monthly pay estimates.

- Gathers data to be used in compilation of official reports or engineering estimates.
- Performs other duties as assigned.

Mental and Physical Requirements:

The intern must be able to navigate through construction sites assisting with inspections. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, heights, and climbing. The intern will regularly be required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, and hear. The intern will occasionally be required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color and peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment varies from moderate to loud. This position requires an employee to be routinely exposed to outside weather conditions and construction site related safety risks.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.