

**DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR**

BUILDING OFFICIAL

MAJOR FUNCTION:

This is highly responsible work regarding the enforcement of regulations of codes, laws and ordinances pertaining to construction of buildings and other related structures. Responsibilities include establishing and carrying out the building inspection program and supervising the activities of subordinate Building Inspectors, Code Enforcement Officers and Permit Technicians. Work is performed with independence and is reviewed through observation, records, reports and conferences.

ESSENTIAL DUTIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Performs inspection and plan review duties in all disciplines and plan review.

Responsible for conducting and coordinating plan review as plans relate to technical codes.

Investigates violations of Code Enforcement on existing structures and properties, and conducts occupational license inspections.

Responsible for all administrative matters within the Agreement regarding inspections.

Provides training, support and guidance for staff.

Answers questions and provides the answers to the Community Development Director, City Manager, City Commission and other interested parties.

Conducts in-field inspections, plans review and evaluation, and site plan research regarding new developments.

Provides technical support to other City departments.

Receives and responds to public inquiries, concerns and complaints regarding division programs and projects.

Up-dates personal knowledge on Code issues.

Processes paper work for Building Code issues.

Attends staff, Commission, professional organization and various other types of meetings.

Performs related non-essential duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of the Standard Building codes, local ordinances, and State Law related to building construction and inspection. Knowledge of building construction methods and materials. Specialized knowledge in the following technical codes: mechanical, plumbing, electrical, building and gas. Considerable knowledge of trade procedures, materials and practices. Working knowledge of possible structure defects. Ability to: read and interpret various codes, construction plans and blueprints; prepare and maintain accurate administrative records; apply office management and supervisory skills successfully; establish and maintain effective working relationship with staff, contractors, inspectors, architects, engineers, builders and citizens both individually and in a group; make oral and written reports to management, supervisors, and public agencies. Must be physically capable to perform essential functions as required.

Knowledge of computers and popular software pertaining to the position.

TRAINING AND EXPERIENCE:

High school graduation or GED; preferably with some advanced course work in administration or a related field. An Associate's degree is desirable. Extensive experience in commercial and residential construction; including at least five (5) years of experience at the supervisory level in the building construction trades; or any equivalent combination of training and experience which provides the required knowledge, abilities and skills. Possession of a valid Florida Driver's License. Possession of "standard" certification by the State of Florida as a "Building Code Administrator".

Revised April 2007