



Building Official

SALARY GRADE: 27

PURPOSE OF POSITION: To assist the Director, Neighborhood & Development Services in the planning, organizing, direction, supervision and management of the City's Building, Zoning and Code Compliance Department. As the City's Building Official, responsible for planning, developing, supervising, reviewing and evaluating the City's programs and functions involving the review of building plans, the inspection of building construction and the compliance of building, construction and fire codes.

ESSENTIAL FUNCTIONS:

- Assists the Director, Neighborhood Development Services in planning, directing, managing, supervising and evaluating all Building, Zoning and Code Compliance programs and staff.
- Acts as principal assistant to the director in the formulation, presentation and execution of the department's budget, establishment of departmental priorities and allocation of resources.
- Acts for the Director as assigned.
- Acts as the Building Official, as set forth in the Sarasota City Code.
- As the City's Chief Building Official, plans, manages, supervises and evaluates the City's building inspection programs, activities and staff, including responsibility for review of building construction and fire plans, administration of the Standard Building Code, the Fire Code, the Mechanical Code, the Plumbing Code, the Gas Code, the National Electrical Code, the Life Safety Code and other applicable codes and related requirements.
- Reviews and approves plans for construction in flood plains, including Federal Emergency Management Agency (FEMA) inspections to ensure compliance with Federal Flood Insurance Program requirements.
- Issues certificates of occupancy and completion.
- Investigates and responds to complaints regarding building construction, fire safety, the actions of contractors and related issues.
- As assigned, represents the Director and interprets the department to the City Manager, City Commission, trade associations and similar groups, community based groups, various public forums, and elsewhere as required.
- Acts as Secretary for the Building, Fire, Plumbing, Electrical and Mechanical Boards.
- Plans, directs, and conducts major special studies, evaluations and projects as assigned, and supervises the preparation and presentation of reports, findings and recommendations.
- Assists the Director in developing long range plans to meet the City's future building, zoning and code compliance needs.
- Performs such additional executive staff and other duties as assigned.
- Reviews all plans for modifications and construction to facilities operated by the City or property located within the City owned by third parties to ensure compliance with the Americans With Disabilities Act, the ADA Accessibility Guidelines, and the Florida Accessibility Code for Building Construction.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Knowledge of the principles, practices, procedures, methods and legal issues relating to building, zoning and code compliance management, administration and operations.
- Knowledge of applicable federal, state and local laws, City ordinances, and other applicable regulations, standards and requirements relating to building, zoning and code compliance management and administration.
- Knowledge of the management, technical, operational, administrative, political, environmental, and other issues pertaining to the City's Building, Zoning and Code Compliance operating programs, and related programs and activities.
- Knowledge of municipal government, boards, councils, commissions and similar bodies and their functions related to building, zoning and code compliance.
- Knowledge of the Housing Code, the Unsafe Building Abatement Code and other applicable building, construction, fire, safety and zoning codes.
- Knowledge of potential safety hazards and applicable safety precautions associated with building, zoning and code compliance programs and activities.
- Ability to supervise and coordinate the work of subordinate staff engaged in a wide variety of professional, technical and administrative operations and activities.
- Ability to forecast, formulate, justify and execute a complex, multi-program budget.
- Ability to analyze and prioritize programmatic requirements and activities, so as to ensure continuity of essential functions and efficient use of available resources.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with other Building, Zoning and Code Compliance department staff, the City Commission, City Manager, senior staff of other City departments and offices, trade associations, builders, consultants, vendors, contractors, members of neighborhood associations and other community based groups in both the public and private sector and other members of the public.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with the City Manager, the City Commission, individual Commissioners, officials and employees of other City and County departments, vendors, contractors, members of trade and other associations, community based groups in both the public and private sector and other members of the public. Substantial diplomatic skill is required to deal credibly and effectively with public inquiries and concerns about Building, Zoning and Code Compliance Department programs and issues.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

SUPERVISION EXERCISED: Assigns, directs, supervises and evaluates the work of all personnel assigned to the division for which incumbent has primary management responsibility. Assists the Director in the development and implementation of personnel policy and procedures for the department and in coordinating the evaluation of all department staff.

PHYSICAL REQUIREMENTS: This is generally managerial office work, usually requiring limited physical exertion. However, the work requires occasional light physical activity, especially when touring or inspecting facilities for which the incumbent has management

responsibility for ensuring compliance with applicable building codes and other requirements. In this context, some lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, crouching or similar activity may be required. Because the work entails potential safety hazards, precautions must be understood and observed to avoid injury. Exposure to a wide variety of weather conditions is common. Visual acuity and manual dexterity are required to inspect structures and exteriors for conformance with codes, specifications and other requirements, as well as for reviewing computer and written files and other documents and for reviewing the work of others. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

MINIMUM QUALIFICATIONS:

<p>Building Official</p> <p>Job Code: 10.24 Salary Grade: 27 FLSA Status: Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Bachelor Degree in Civil Engineering, Building Construction, Architecture or a related field.• Ten (10) years progressively responsible experience in building construction, engineering or architecture, five (5) years of which were in a supervisory or managerial capacity; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities.• Must be certified as a Building Official within six (6) months of appointment.• Must have or be able to obtain certification as a Florida Fire Inspector within one (1) years.• Possession of and ability to maintain a valid State of Florida Driver's License is required.
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TRAINING REQUIREMENTS: ICS 100 and IS 700