

JOB TITLE: Deputy Building Official

JOB CODE: 10.25

GRADE: 23

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: Plans, develops, supervises, reviews, and evaluates the City's programs and functions involving the inspection of building construction and the enforcement of building and construction codes. Responsible for the review and examination of all building construction plans including fire plan reviews and inspections.

MINIMUM QUALIFICATIONS: Graduation from an accredited high school or equivalent with at least seven (7) years experience in building construction as a building inspector, code enforcement officer, contractor, superintendent, or in other comparable construction related capacity, three (3) years of which must have been in a supervisory capacity or managerial capacity. College courses in an appropriate field may be substituted on a year-to-year basis for work experience up to a maximum of two (2) years. Must be certified as a Building Official by the International Code Congress within one (1) year of employment and must also have the ability to obtain a Florida Municipal Fire Inspector certification within two (2) years of employment.

SPECIAL REQUIREMENTS:

- Thorough and comprehensive knowledge of modern building construction ordinances, codes and regulations, plus knowledge of federal and state laws and regulations enforced by the City.
- Knowledge of the principals and practices applied to enforcing building, fire, and zoning regulations.
- Knowledge of municipal government, boards, councils, commissions and their functions related to code enforcement.
- Ability to understand and interpret codes, plans and specifications.
- Ability to make on-site inspections and detect on-site violations, including climbing multiple flights of stairs and/or ladders, and to prepare clear and comprehensive reports stating facts and circumstances of violations.
- Ability to plan, organize, develop, and supervise programs and functions for the establishment and enforcement of building and property standards and codes, including supervision, review, and evaluation of a staff of technical and administrative employees.
- Ability to establish and maintain effective working relationships with other City and County departments, community organizations, trade associations, developers and builders, contractors, and the general public, including the ability to deal with contractors and others in a courteous and effective manner.

ESSENTIAL FUNCTIONS:

- Plans, supervises, reviews, and evaluates the functions and activities of the City's building construction plan.
- Coordinates the work of plans examining and field inspectors with that of other City departments that are in need of assistance.
- Investigates and answers complaints relative to building construction, fire life safety construction,

and the activities of licensed and unlicensed persons.

- Monitors and evaluates the quality of work of the building construction inspection function as required to insure competent and efficient implementation of building codes and applicable laws and regulations.
- Assists in the evaluation of requirements governing the use of innovative building designs, materials, and construction systems.
- Administers the Florida Building Code, the National Fire Code, the Florida Mechanical Code, the Florida Plumbing Code, the Florida Gas Code, the National Electric Code, and the Life Safety Code.
- Participates in the drafting of new and revised codes.
- Issues certificates of occupancy and completion.
- Makes commitments on behalf of the City at pre-construction and pre-bond meetings.
- Conducts FEMA inspections and responsible for flood plans.
- Acts as the Deputy Director of Building, Zoning and Code Compliance/ Building Official in absences of the Deputy Director.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would 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.

PUBLIC CONTACT: Extensive contact with the public including general public, contractors, other local, state or county agencies. This position acts as the Department of Building, Zoning, and Code Compliance representative to the public.

SUPERVISION RECEIVED: Incumbent will report to and receive direction from Deputy Director of department to which assigned or designated representative. Most of the work performed is based on the incumbent's initiative, judgment and resourcefulness. Work is reviewed for conformance to policy and on the basis of results achieved.

SUPERVISION EXERCISED: Supervises, plans, directs and reviews the work of Plans Examiners and the building construction plan review function.

PHYSICAL REQUIREMENTS: This position requires the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing and crouching. Incumbent is subject to inside and outside activities with a variety of weather changes or atmospheric conditions. Incumbent may be exposed to activities such as noise and jobs with potential hazards that may require special protection and/or special safety precautions. Visual acuity is required to inspect buildings while under construction for code violations. Incumbent is required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

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