

CITY OF BELLE GLADE
JOB DESCRIPTION
BUILDING OFFICIAL
DEPARTMENT: BUILDING DEPARTMENT

GENERAL DESCRIPTION:

Technical work reviewing plans and inspecting building, electrical, mechanical, plumbing, and gas construction, alterations or repairs for compliance with codes, laws and regulations. Duties require sound technical judgment in multiple disciplines and discretions in applying standard trade practices. Building Official must be able to perform responsible and skilled work in plan review and the inspection of the following disciplines: building, electrical, mechanical, plumbing, and gas. Performance is reviewed through observation, oral and written reports, records and conferences.

ESSENTIAL FUNCTIONS:

(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 and/or oversees inspections for all building trades (building, electrical, plumbing, mechanical and gas) in residential and multi-family inspections including plan review.

Commercial inspections - performs inspections for all building trades and Code Enforcement inspections.

Speaks with owners regarding compliance, does personal service of notices for the City Clerk and the Code Enforcement Secretary, attends Code Enforcement Board meetings.

Performs plan review and completes various forms and paperwork.

Performs occupational license inspections in conjunction with the Fire Marshall for new businesses.

Attends meetings and various seminars to stay up to date and aware of all changes and new code requirements.

Performs related non-essential duties as required.

SUMMARY

Performs a variety of management and complex building code inspection, supervision, and site development functions. Directs and controls all matters pertaining to the Building Division.

Supervises plan review and inspection of buildings and structures in all stages of construction.

Directs the issuance of permits and collection of fees for these services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Serves as the City's Chief Building Official.
- Oversees the review and performs complex plan reviews of building, subdivision improvement and development plans, reports, calculations, and specifications in verifying

compliance with building, fire, zoning, and other codes, ordinances and resolutions.

- Oversees and provides information to interested parties on the City's Building code, and subdivision and site development program including code provisions, procedures, required submittals and plan processing, and inspection schedules.
- Develops and implements division policies and procedures.
- Issues stop-work orders in situations of deliberate or negligent non-compliance.
- Understands and interprets applicable codes, laws, ordinances and regulations. Provides code interpretations as required and recommends the adoption and amendment of codes, ordinances and regulations. Maintains construction, fire, and life-safety codes in conformance with current State law.
- Manages the division budget and is responsible for the day-to-day administration of the budget.
- Makes presentations to City Commission as required.
- Provides staff with support in decision making and provides direction to technical staff.
- Maintains effective communications with staff through regularly scheduled meetings.
- Delegates meaningful responsibilities and authority.
- Maintains divisional records and other records.
- Analyzes the effectiveness of, and makes recommendations for, changes in procedures, policies and programs.
- Provides comments and conditions on planning applications for development.
- Maintains a permit-tracking system for the division.
- Selects consultants for peer review of soils, hydrology, structural, and accessibility elements of complex plans.
- Provides information on accessibility regulations to the public and other City Departments.
- Prepares monthly and annual reports of all activities of the Building Division.
- Gives talks and tabletop demonstrations to civic organizations, school groups & other interested parties.
- Responds to fire scenes or other emergencies, if requested by emergency personnel, to consult on matters of structural safety, or to assist in investigations.
- Assists in the development of departmental programs, goals, objectives, policies and procedures. Implements programs. Meets assigned goals.
- Gathers data and prepares and submits reports as required. Reports submitted are to be clear, concise, accurate, and on schedule, with appropriate recommendations.
- Attends meetings, hearings and court proceedings as required.
- Communicates objectives and requirements of State and local regulations to engineers, architects, consultants and others including the general public.
- Conducts inspections; investigates complaints. Takes appropriate actions to mitigate hazards.
- Enforces all applicable regulations, codes, and ordinances in a systematic, reasonable and uniform manner.
- Performs other duties as required.

KNOWLEDGE OF:

- Building and Safety laws, codes and regulations. Methods, materials, techniques and practices employed in building and site development, design, construction, and inspection. Principles of Supervision. PCs and related software. Florida & ADA accessibility regulations. Florida Energy regulations. Report preparation.

- Florida Building code.
- Instructional methods and public speaking.
- Principles of supervision

ABILITY TO:

Manage a building inspection and safety operation. Perform plan checks. Formulate, implement and maintain policy and procedure. Communicate effectively, both orally and in writing. Perform complex building and safety inspections. Supervise building safety personnel. Establish and maintain effective working relationships with Boards. Establish and maintain effective working relationships with designers, property owners, builders and the public. Prepare clear, concise, accurate reports. Interpret codes & ordinances.

- Supervise administrative and building personnel.
- Develop and maintain effective working relationships.

EDUCATION and/or EXPERIENCE:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: At least 6 years of progressively responsible professional experience construction related inspection and design review, and code enforcement with at least 3 years in a supervisory capacity. Practical experience with principles and practices of organization, administration, budgeting, and personnel management for a municipal government is preferred.

Training: Equivalent to an associate degree from an accredited college with major work in construction technology, engineering, or related field. ICC certification as a Building Inspector and Plans Examiner is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Florida State driver license, Ability to obtain State of Florida Provisional Building Official/ Administrator license is required; Currently licensed State of Florida Building Official/ Administrator desired.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of materials and methods used in building construction, alterations and repair, trade techniques, minimum housing standards, national and local building codes. Thorough knowledge and State “standard” inspector certification in at least three specialty areas (i.e., building, plumbing, mechanical, electrical, gas) including ability to review permit applications and examine plans and specifications to determine compliance with all applicable codes in the specialties for which hired. Provide inspections and technical advice as needed. Ability to: recognize faulty construction, substandard materials, conditions of hazard; to interpret plans and specifications; to prepare reports and communicate clearly, orally and in writing; read and interpret various codes, construction plans and blueprints; prepare and maintain accurate records, and make necessary reports; establish and maintain effective working relationships with contractors; engineers and others in the construction trade, as well as the general public; and be physically capable of performing essential duties as required.

TRAINING AND EXPERIENCE:

High school graduation or GED; preferably with some advanced course work in a related field. An Associate's degree is desirable. Experience in commercial and residential construction, including four (4) years experience at the supervisory level in the building construction trades, or at least three (3) years at the contractor level and at least five (5) years experience in respective trade; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.