



Town of Lake Park

JOB DESCRIPTION

Position: Building Official

Department: Community Development

Pay Range: \$118,452.72 to \$189,524.36

Pay Grade: 170

FLSA Status: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every job duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Summary:

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, independent 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. Assumes supervisory capacity and independence, but reports to the Community Development Director.

Essential Job Functions:

- 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 Town 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.
- Perform other related duties as assigned.

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 Town's 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 Town'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 Town 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 Town 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

- 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.

Qualifications:

Education and/or Experience:

Bachelor's degree in Construction Management, Civil Engineering, Architecture, Public Administration, or related field, and a minimum of five (5) years of increasingly responsible experience in building inspection, construction, or code enforcement, including at least three (3) years in a supervisory or management role preferred. Equivalent combination of education, certification, training, and/or experience will be considered.

- **Certificates, Licensees, Registrations:**

- Valid Florida State driver's license.
- Must possess a State of Florida Building Code Administrator Certification also known as a Building Official or Florida Certified General Contractor.
- Plans Examiner, Building Inspector, Combination Inspector certifications are highly preferred

- **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 all 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. Prior experience in supervision of a team with a strong budget/finance background preferred. Knowledge of Spanish and/or Haitian Creole is desirable.

Working Conditions & Physical Requirements:

- Work environment is typically performed in a dynamic environment that requires sensitivity and responsiveness to changes that include goals, priorities, and needs of the organization.
- The work is light and requires exerting up to 20 pounds of forces occasionally, and up to 10 pounds of force to move objects.
- Additionally, the following physical abilities are required: balancing, climbing, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation, and training.