



<b>Job Title:</b>	<b>Building Official</b>		
<b>Department/Group:</b>	Building Department	<b>Supervisor:</b>	City Manager
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <b>Humanresources@madeirabeachfl.gov</b>  <b>Subject Line:</b> Building Official <b>Attention:</b> Recruiting or Human Resources Department		<b>MAIL:</b>  City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Highly responsible managerial, professional, and technical position involving all phases of permitting for all new construction, building modifications, and other municipal codes as described in Florida Statutes. Activities involve the responsibility for formulating and implementing the technical details and phases of general building codes for the development of the community. Work involves complete plan reviews and field inspections to ensure compliance with site plans, electrical, mechanical, plumbing, and structural codes. The incumbent works to assure that all interactions with contractors, architects, engineers, property owners and the general public are handled with professional tact and courtesy. Work requires the use of wide independent judgment within established codes, enforcement standards and practices and other related City policies and procedures. The person in this position is solely accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities. During occasions of local emergencies, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.</p> <ul style="list-style-type: none"> <li>• Assists in the overall management of the Building Department</li> <li>• Supervises the Permit Technician/Associate Planner</li> <li>• Coordinate and manage the new Rental Inspection Program</li> <li>• Maintains open communication and close coordination with City departments/divisions</li> <li>• Keeps abreast of legislation related to development and planning issues</li> </ul>			



- Practices and enforces all department/division policies and procedures and the City's Personnel Policies and Procedures
- Directs and supervises subordinates engaged in permitting, plan review and inspection of buildings in process of construction
- Assists in preparation and submission of estimated budgets
- Coordinates certification and training of inspectors, plans examiners and permit analysts; creates power point presentations
- Assists and implements plans, policies and procedures
- Manages the day-to-day departmental operations of the plan review division; oversees commercial project management program; supervises employees; confers with and interprets code requirements for builders, contractors, architects, engineers and other interested parties
- Checks zoning and setback requirements for proposed residential structures
- Makes flood elevation determinations
- Presents complaints and appeals to the Building Code Board of Adjustments and Appeals;
- Examines plans, sketches and specifications for adherence to established codes and requirements
- Recommends code revision as necessary
- Reviews and edits plan review comment letters
- Investigates public complaints and resolves more difficult public relations problems
- Makes recommendations for corrections or removal as indicated
- Performs inspections and plan reviews as may be required
- Answers questions relating to building codes and ordinances, over the phone or in the field
- Files affidavits of complaints, against violations of codes and laws when violations are deemed intentional
- Evaluates performance of office personnel; utilize computer skills
- Performs related duties as required.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Graduation from a regionally accredited college or university with an Associate's Degree in Building Construction Sciences, Architecture, Engineering, or a related field. Minimum of ten (10) years of documented experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent or a combination of education and experience with at least five (5) years of such experience in a supervisory capacity. Ability to supervise personnel engaged in all of the activities of the Section. Ability to study, analyze, and present programs and ideas clearly and consistently, both orally and in writing. Ability to speak to and work with public groups and civic organizations and build a consensus. Ability to project a positive, professional image. Knowledgeable in the methods and procedures of supervision and management as required to oversee a small work group and its operating functions. Ability to think clearly and use independent judgment in routine and non-



routine situations which may occur. Ability to apply analytical skills for all related activities and interprets data for making effective decisions.

#### **PREFERRED SKILLS**

Must meet the requirements of the International Code Council (ICC) as a Certified Building Official and be licensed by the State of Florida as a Building Code Administrator per Florida Statutes Chapter 468, Part XII. Incumbent employee must keep all certifications current and meet any changes as they may occur from time to time. Must possess a valid Florida driver license, must be a Certified Flood Plain Manager, and have worked in a Coastal Community with FEMA knowledge.

#### **ADDITIONAL NOTES**

#### **ESSENTIAL PHYSICAL SKILLS**

Ability to communicate, both orally and in writing. Ability to utilize all tools, equipment, etc. necessary in carrying out the functions of this position. Job tasks require occasional lifting and carrying of heavy weights (45 pounds and over), climbing, good vision, good hearing, ability to distinguish odors, ability to walk, drive vehicles, working in confined spaces, crawl, stoop, push, pull and work on unsteady surfaces among others. Ability to utilize a computer and the related software programs in use by the Section and/or as may be required by the City.

#### **ENVIRONMENTAL CONDITIONS**

A considerable amount of time is spent working in an office environment. Work is also performed outside and at construction sites in varying conditions and temperatures.

#### **ADA COMPLIANCE:**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP



Submit completed application for employment to: Human Resources Coordinator  
300 Municipal Dr. Madeira Beach, FL 33708 or [humanresources@madeirabeach.com](mailto:humanresources@madeirabeach.com)

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	