



**CITY OF LAKE ALFRED
COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

TITLE: Building Official
Grade 16
DEPARTMENT: Community Development

GENERAL DESCRIPTION: This is a highly responsible managerial work involving municipal administration, building inspection, and enforcement. Responsible for direct regulatory administration, enforcement, and inspection of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, flood control and other related codes as required by state law or City ordinance. The objective of such codes is to ensure that all construction and other work accomplished in the City meets the technical standards for workmanship and safety in order to promote the health, welfare and safety of the City's citizenry. The employee must be thoroughly knowledgeable of the existing municipal codes and keep abreast of changes and trends in the field of building inspection and construction codes. Accountable to and works under the direction of the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

- A. Formulates all work plans, programs, schedules and operating policies related to all building, zoning, code enforcement, and permitting activities.
- B. Oversees the inspection, enforcement and compliance of codes, laws and ordinances related to all construction within the City.
- C. Reviews, evaluates, and approves architectural, building, and engineering plans.
- D. Examines and interprets applications, blueprints, construction plans and specifications for electrical, building, plumbing and mechanical permits.
- E. Inspects residential and commercial construction, alterations and repair activities on residential, industrial and commercial building sites for compliance with approved plans.
- F. Inspects structures for compliance with codes and safety criteria.
- G. Upon completion of construction, makes final inspection to verify full compliance with codes, approved plans and ordinances.
- H. Advises and confers with building contractors, engineers, architects and others regarding building construction and applicable codes.
- I. Condemns unsafe structures and initiates demolition procedures when necessary.
- J. Evaluates the city's building, code enforcement, and zoning needs. Researches, formulates and drafts new and amended codes and ordinances related to building inspection and construction codes. Makes procedural and operational recommendations to the Community Development Director.
- K. Serves as the staff liaison to the Board of Adjustments. Assist with code enforcement, zoning, and BTR as needed. Assist staff with preparing cases for Board of Adjustment or Code Enforcement and provides testimony if needed.
- L. Receives and investigates inquiries and complaints regarding building construction, zoning and all other municipal codes.
- M. Provides information regarding the department's policies, services and procedures.



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- N. Attends City Commission meetings as required.
- O. Performs other related duties as directed or required by the Community Development Director.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of the Florida Building Code, International Property Maintenance Code and other municipal, state and federal regulatory codes related to construction, alteration and repair of residential, industrial and commercial structures.
- ❖ Knowledge of principles and practices of municipal planning, including Florida's growth management laws.
- ❖ Knowledge of principles, practices, methods, materials and techniques involved in building construction, repairs and alterations industry.
- ❖ Knowledge of safety equipment and procedures utilized in conducting construction inspections.
- ❖ Knowledge of code compliance inspection procedures.
- ❖ Ability to read and interpret construction plans and specifications.
- ❖ Ability to detect and locate defective workmanship and materials.
- ❖ Ability to exercise high level of judgment in evaluating situations and making decisions.
- ❖ Ability to perform in all weather and environmental conditions.
- ❖ Ability to communicate effectively both verbally and in writing with external and internal customers, property owners, and contractors about inspection findings.
- ❖ Ability to enforce applicable codes and ordinances firmly, tactfully and impartially.
- ❖ Ability to use mobile office equipment such as cell phones, laptops, mobile printers, GPS equipment, and Wi-Fi enabling software.
- ❖ Ability to use basic computer software, such as word processing and spreadsheets and learn specialized software related to electronic permitting, plans review, and inspections.
- ❖ Ability to perform job effectively and efficiently during times of high volume construction activity.
- ❖ Ability to write clear and concise reports and complete forms accurately.
- ❖ Ability to establish working relationship with elected officials, City Board and Commission members, planners, architects, engineers, developers, contractors, the general public, City employees and other state, federal and local government agencies.

EDUCATION AND EXPERIENCE:

- ❖ Graduation from an accredited college or university with a Bachelor's degree in related field.
- ❖ Must possess at the time of appointment a Standard Class certificate as a Building Code Administrator from the Florida Building Code Administrators and Inspectors Board.
- ❖ Must have a minimum of ten (10) years progressively responsible experience in duties related to building construction, inspection and/or design, or in the administration and



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enforcement of regulatory controls (architect, engineer, building official, inspector, contractor, or superintendent of Construction, or any combination of these).

(A comparable amount of education, training or experience may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATION OR REGISTRATION:

- ❖ Maintain certification by the State of Florida Department of Business and Professional Regulation (DBPR) as:
 - Building Code Administrator
 - Standard Plans Examiner
 - Standard Inspector
- ❖ Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- ❖ Normal hearing (with or without hearing aid);
- ❖ Normal visual acuity, field of vision, color perception, and depth perception (with or without correction);
- ❖ Acceptable clarity of speech (with or without reasonable accommodation);
- ❖ Ability to communicate both orally and in writing;
- ❖ The position may require balancing, kneeling, crouching, crawling, stooping, climbing, reaching, pulling, pushing, grasping, standing, and walking.
- ❖ The position may also require sense of smell, texture perception, and good manual dexterity.
- ❖ Requires light work that involves working or standing some of the time and exerting up to 20 pounds of force on a recurring basis, lifting up to 50 pounds.
- ❖ May be exposed to lights, heights, such as roofs, ceilings, etc.
- ❖ Ability to drive motorized vehicles

ENVIRONMENTAL CONDITIONS:

Works in an office environment as well as outdoors when out on inspections. Work outside in various weather conditions with moderate to loud noise level. The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and noxious odors, and vehicular traffic.

POSITION CLASSIFICATION EXEMPTION STATUS:

Exempt