

## Town of Indian River Shores

### JOB VACANCY

#### CHIEF BUILDING OFFICIAL

\$95,000 - \$105,000 Annual Salary – Depending upon experience/qualifications  
Generous Benefit Package

**Purpose of Position:** Plans and directs the regulation, inspection and permitting of building construction, electrical, mechanical and plumbing installations; and directs the enforcement of related federal, state, and town laws and ordinances.

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#### **Responsibilities:**

- Plans, supervises and directs the activities of the Building Department.
- Prepares and administers the Department's operating budget.
- Reviews residential and commercial construction plans and specifications for compliance with all related codes and ordinances.
- Directs and conducts field inspections to assure compliance with applicable codes and ordinances.
- Directs and conducts code enforcement inspections and activities as required.
- Conducts plan reviews to verify compliance with all applicable codes.
- Oversees the regulation and issuance of occupational licenses and contractor registrations.
- Oversees the issuance of construction permits, certificates of occupancy, and certificates of completion.
- Interprets, explains and discusses codes and regulations with contractors, design professionals and homeowners.
- Provides technical support to the Planning, Zoning and Variance Board.
- Appears before the Town Council and Code Enforcement Board to discuss Building related issues and regulations.
- Manages the Town's Federal Emergency Management (FEMA) CRS program and maintains current knowledge of changes in federal, state and local regulatory standards regarding flood plain administration.
- Performs other duties as assigned by the Town Manager

#### **Skills and Qualifications Required:**

- Minimum of five (5) years of progressively responsible experience as an architect, engineer, construction inspector, contractor, or superintendent of construction,

- three (3) of which must be in a supervisory capacity or any equivalent combination of education/experience and training to meet minimum requirements.
- Comprehensive knowledge of the Florida Building Code, the National Electrical Code, and state and local codes relating to construction.
  - Comprehensive knowledge of codes and ordinances that govern zoning, signs, housing, certification of inspectors, licensing of contractors, and occupational licensing.
  - Comprehensive knowledge of the principles and practices of modern office organization and management, budgeting and funds control, personnel management and public administration.
  - Ability to communicate effectively both verbally and in writing; to prepare concise reports and present findings; and make public presentations to the Town Council, other agencies and groups.
  - Ability to interpret and apply complex rules and regulations.
  - Ability to establish and maintain an effective working relationship with co-workers, other Town departments, public agencies and the general-public.
  - Valid Florida Driver's License.

**Education/Certification Required:**

- Associate or bachelor's degree in construction, engineering, architecture or closely related field preferred or equivalent
- Building Code Administrator certification by the Florida Building Code Administrators and Inspector's Board.

**Physical Requirements/Working Conditions:**

- Driving to project sites, which may include walking, climbing and bending to perform inspections and observations.
- Frequent hand and finger manipulation to use computer keyboards and office machines.
- Working conditions may involve a combination of indoor/outdoor environmental conditions at times without effective protection.