



6001 Highway A1A, Indian River Shores, FL 32963
(772) 231-1771

Building Official

SALARY: \$130,000 to \$150,000 DOQ

General Statement of Job

This is a highly responsible position with a substantial amount of public contact that requires exceptional customer service skills. Performs supervisory, administrative and field duties in building construction regulation to ensure public safety and health. Responsible for a variety of tasks associated with building inspection, plan examining and permitting. Enforce building codes, regulations, and ordinances for both residential and commercial construction.

Essential Functions:

The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day-to-day basis will reflect the overall areas of expertise for this position.

- Assigns, monitors and coordinates all Building Department activities.
- Supervises inspectors, plans examiners, development technicians, and related staff as appropriate.
- Oversees installation, if any, and operations of software applications for the Building Department.
- Oversees review of building plans, reviews calculations and specifications for proposed structures required for compliance with state and local codes, laws and ordinances.
- Inspects residential and commercial buildings during various stages of construction and remodeling both on-site and remotely as authorized by law.
- Enforces compliance with applicable building codes, ordinances and regulations; recommend modifications and adjustments as necessary.
- Inspects existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.
- Inspects residential and commercial structures, and installation of plumbing, electrical, gas systems and mechanical equipment for compliance with applicable codes and ordinances.
- Performs required tasks and actively participates in the ISO rating system.
- Works alongside contractors for Community Rating System (CRS) and Federal Emergency Management Agency (FEMA) related issues.
- Confers with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
- Receives calls and answers questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.

- Retrieves permit information from the computer; verifies legal data including owners, tax records, and other data needed to issue permits.
- Maintain files and reports regarding inspections and findings on active projects.
- Participates as needed in pre-construction meetings with architects, engineers and contractors to explain code and local regulations as related to new project construction.
- Investigates and resolves public complaints; determines compliance with applicable codes and ordinances.
- Prepares and manages the annual budget for the Building Department.
- Makes presentations to the Planning, Zoning & Variance Board, Town Council and public groups and organizations.

Requirements

Minimum Education and Training

Ten (10) years' experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor or construction superintendent, including five (5) years in a supervisory position of a building department. **Must be a licensed Florida Building Code Administrator and a Florida Building Plans Examiner.**

Minimum Qualifications and Standards Required

Skill Requirements:

- Thorough knowledge of current building construction means, methods, materials and State building and life/safety code.
- Thorough knowledge of FEMA regulations, National Flood Insurance Program (NFIP), environmental regulations and related laws and ordinances.
- Considerable knowledge of complex principles and techniques of building inspection and principles of structural design and construction-related math.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Skill in organizing daily inspections, inspection files and test reports.
- Skill in detecting code violations within all required building construction.
- Competency in utilizing permitting software applications.
- Knowledge and proficiency in MS Office applications and modern business equipment.
- Ability to read and interpret plans, diagrams, blueprints and specifications.
- Considerable knowledge of construction plan examination methods and techniques.
- Ability to communicate clearly and concisely, orally and in writing and deal with a variety of people in different situations courteously, tactfully and efficiently.
- Knowledge of accepted office procedures and etiquette.

Special Requirements:

Must have a valid Florida drivers' license. This position is considered an "essential position" and is required to report to duty for emergency situations such as floods, hurricanes, tornadoes, and other crises and is subject to being required to report to work during a declared disaster.

Physical Demands:

Physical Ability:

Requires work that involves field investigations, walking or standing some of the time and routine keyboard operations. The job risks exposure to dirt, confined spaces, low lighting, sloped/uneven surfaces, air contaminants, temperature extremes and working at heights. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. Ability to stand and sit for periods longer than 30 minutes but not to exceed four hours consecutively. Ability to climb stairs and ladders occasionally to perform inspection duties. Ability to lift boxes not exceeding 25 pounds occasionally.

Sensory Requirements:

Ability to hear, speak and understand conversation in English in various tones of voice, as well as accents or rapidly spoken in order to be able to do job. Ability to see, read, and comprehend letters, numbers, words, characters or symbols, which are both large and small. Ability to print and draw letters, numbers, words, characters and symbols which are legible and understood by others. Ability to learn complex tasks and remember how to complete tasks without assistance once trained.

Work Environment:

Ability to deal with stress related to routine deadlines and occupational problems, which demand immediate attention. Necessity to multi-task successfully. Ability to accept decisions made by others that may be in opposition of own views. Ability to deal with customers, both internal and external, in a tactful manner.

Resumes can be emailed to dwiltzius@irshores.com, or sent/dropped off to 6001 Highway A1A, Indian River Shores, FL 32963. EOE/DFWP

The Town of Indian River Shores is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Town of Indian River Shores provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.