

Town of Indian River Shores, Florida

JOB VACANCY

BUILDING OFFICIAL

\$65,000 - \$90,000 Annual Salary – Depending upon experience/qualifications
Generous Benefit Package

Position: Plans and directs the regulation, inspection and permitting of building construction. Directs the enforcement of related federal, state, and town laws/ordinances. Manages Town Building Department. Manages Town Maintenance Department.

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 Department 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.
- Oversees Town Maintenance Department. Oversees NPDES/MS4 requirements, inspections and reports.
- Creates policies and procedures for the Building Department and Maintenance Department.
- Prepares documentation for Building Department and Maintenance Department monthly reports, draft/revised Codes/Ordinances, and personnel evaluations.
- Maintains positive business relationships with the public, contractors, and vendors.
- 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) years 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.
- General knowledge of codes and ordinances that govern zoning, signs, housing, certification of inspectors, licensing of contractors, and occupational licensing.
- Knowledge of the principles/practices of modern office organization and management, budgeting, personnel management, and public administration.
- Ability to communicate effectively both verbally and in writing; to prepare concise reports and present findings; ability to make public presentations to the Town Council, Town Boards, 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 Department of Business and Professional Regulation (DBPR) or the ability to obtain certification within six (6) months.

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.

Submit letter of interest and resume to:

Joe Griffin, Town Manager: jgriffin@irshores.com

Position will remain open until filled.