

City of Key Colony Beach
Job Description

Job Title: BUILDING OFFICIAL

Department: Building
Reports to: City Commission **Date:** February 29th, 2024
Supervises: All building department inspectors and employees
Position: Full-Time, Exempt

Summary:

This position is responsible for planning, organizing, managing and directing all building inspection functions of the Building Department. Performs a variety of routine and technical work in connection with enforcement of City Ordinances and Florida Statutes regulating construction.

Essential Duties and Responsibilities:

Plans, directs, and administers projects and programs as directed by the City Commission.

Confirms inspections and appointment schedules for the Building Department Inspectors. Sets policy of on-site behavior and administers resolving code violations. Confirms licensing and training requirements of inspectors. Interacts with Code Enforcement and orders Stop Work Postings. Administers the City’s ‘Unsafe Structures Program’.

Establishes and maintains effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation. Interacts with Architects, Engineers, Contractors and owners on a daily basis.

Performs on-site inspections of all phases of construction as necessary. Performs plan review of applications as necessary. Represents the City concerning building code issues. Dictates decisions involving policy and City and Florida Building Code requirements. Maintains department decisions through in-person, telephone, email and written documentation and communication on a daily basis.

Issues Certificates of Occupancy, Temporary Certificates of Occupancy, and Certificates of Completion. Regulates electric service releases thru Florida Keys Electric Coop.

Attend periodic meetings as directed by the City Manager.

Education and/or Experience:

Florida State certification as a building code administrator; plans examiner and inspector is required. Bachelor of Science in Architecture or Engineering licensed in the State of Florida with not less than 5 years’ experience under that registration or job related equivalent experience. Minimum of 10 years construction experience as a licensed contractor or licensed construction

inspector may be substituted for some of the education requirements. Multiple licenses in multiple

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construction disciplines are preferred. Familiarity with fire-rated construction and the Florida Fire Code are preferred. Thorough familiarity with the Florida Building Code is required. International Code Council certification preferred but not required. Knowledgeable in the areas of construction trades preferred.

Work experience must include documented word processing skills, organizational skills, and excellent written and verbal communication skills. In addition, a high level of community interest, understanding of marketing and development processes, and familiarity of municipal government is desired.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, other governmental units, or members of the business community. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for moderate periods; use hands to manipulate objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms, stoop, kneel, crouch, or crawl, and travel up and down stairs. Must possess the mobility required to inspect building and occupancy sites, and to operate a motor vehicle. Must be physically capable of climbing ladders, stairways and rooftops.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be in outside weather conditions. Exposure to flooding and /or hurricane forces may be required. Temperature level is normal for office activities though weather conditions will be experienced for outdoor job site visitations.

The noise level in the work environment is usually moderate.

Other Skills and Abilities:

Possess a Florida driver's license. Ability to meet the public in person or over the telephone in a courteous and professional manner; work harmoniously with numerous personalities; have a high level of initiative and be able to work with minimal supervision; be able to fit into a public/professional office environment; self-motivated; ability to effectively manage multiple projects, meet challenges and deadlines, maintain focus and appropriate conduct under pressure; familiarity of municipal government desirable; must be willing to work extra hours as required. Ability to maintain confidentiality is mandatory. Ability to gain a thorough knowledge of the City of Key Colony Beach Code of Ordinances and Land Development Regulations. Ability to deal with the public in a pleasant and courteous manner, often in stressful situations; and establish and maintain effective working relationships with city personnel and the public.