

POSITION: ASSISTANT BUILDING OFFICIAL & CODE ENFORCEMENT OFFICER

REPORTS TO: BUILDING OFFICIAL

HOURS: 7:00 a.m. to 4:00 p.m. or as set by Building Official

MAJOR FUNCTION

Serves as the Assistant to the Building Official and functions in that capacity during the Building Official absences. Assists the Building Official with building permits completion, scanning and electronic cataloging of monthly reports and record keeping. Completes business license/fire safety inspections and building construction inspections. Chairs the Disaster Preparedness Committee and is the Hurricane Emergency Coordinator for the City. Conducts quarterly safety inspections of City facilities. Oversight of the operation, repair, maintenance, security and improvements of City buildings, grounds, parks, streets, signs, recreational facilities and equipment.

DUTIES

1. Supervises and directs the daily work details to the Public Works Department employees including heavy manual labor.
2. Follows-up on all complaints pertaining to City Codes, issues citations or violation notices, informs the complainant of actions taken, if applicable, and prepares reports of violations to the Code Enforcement Board when necessary.
4. Provides input to Building Official for annual city budget planning.
5. Directs the Public Works employees in daily City maintenance and other maintenance/construction requirements.
6. Completes Business License/Fire Inspections and Building Inspections.
7. Completes additional duties as assigned.

EDUCATION/SKILLS

Applicant must acquire within 12 months of employment State of Florida Certified Building Code Administrator and State of Florida Fire Safety Inspector Certifications. At minimum a High School Graduate with at least 10 years experience in construction and maintenance activities with 5 years in a supervisory capacity,. Working knowledge of computer programs Word and Excel a plus. Basic data entry and computer knowledge required. Effective verbal and written communication skills required. Ability to train and supervise Public Works employees in the operation and maintenance of power tractors, power tools and City Public Works maintenance equipment. Applicant must possess the physical abilities to perform the required tasks. Valid Florida driver's license required. Salary Range: \$55,000 to \$60,000 based upon education, qualifications and experience.

EQUAL OPPORTUNITY EMPLOYER