

City of Key Colony Beach
Job Description

Job Title: BUILDING OFFICIAL

Department: Building
Reports to: City Commission **Date:** May 14, 2024
Supervises: All building department inspectors and employees
Position: Full-Time, Exempt
Salary Range: \$110K +/- Dependent on Qualifications/Experience

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 and Building Codes 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 procedures 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. Follow-up and make recommendations on citizen complaints on roads, drainage, etc. and assist City sewer utility.

Performs on-site inspections of all phases of construction as necessary and issue inspection reports to contractors. Performs plan review and specifications for proposed construction and improvements, for compliance with current codes. Conduct preliminary plan reviews with owner/builders and contractors, as required. Represents the City concerning building code issues. Dictates decisions involving policy with City and Florida Building Code requirements. Maintains department decisions through in-person, telephone, email and written documentation and communication daily. Make recommendations and perform inspections required for City projects.

Issues Certificates of Occupancy and Certificates of Completion. Regulates electric service releases through Florida Keys Electric Coop. Approve and issue building permits for

construction meeting building code requirements and city ordinances. Administer the public right-of-way permit process.

Enforce Land Development Regulations, including the review and issuance of sign permits. Conduct an inspection of the premises where any business is to be conducted prior to issuance of occupational license and periodically thereafter. Utilize the services of the consulting city engineer when required and retain the services of other technical experts when authorized by the City Commission. Obtain bids for City projects when requested. Recommend changes to City ordinances pursuant to construction, permitting or code compliance, when applicable.

Attend periodic meetings as directed by the Mayor/City Administrator as well as other City meetings as required. Attend County meetings pertaining to building code issues when so designated by the City Commission. Perform such other duties as are assigned by the City Commission.

Education and/or Experience:

Florida State Certification as a Building Code Administrator through Florida Department of Professional Regulations and Inspectors Board or ability to receive certification within one (1) year. Knowledge of fire-rated construction and the Florida Fire Code. Thorough knowledge of the Florida Building Code is required.

Work experience must include word processing skills, organizational skills, and excellent written and verbal communication skills. A high level of community interest and familiarity of municipal government is desired.

Language Skills:

Ability to respond to common inquiries or complaints from employees, customers and regulatory agencies. Ability to effectively present information and respond to questions from clients, customers, and the general public.

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.

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.

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; willing to work extra hours as required. 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, occasionally in stressful situations; and establish and maintain effective working relationships with city personnel and the public.