

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Identification Card

POSITION TITLE:	Building Official
DEPARTMENT:	Building & Business Services
SALARY RANGE:	Up to \$75,000
HOURS PER WEEK:	Full time

JOB SUMMARY

The Building Official provides overall coordination, enforcement and specialized building inspections to ensure the Town is in compliance with all statutory requirements. The building official provides direction and supervision for building department personnel and oversees all building department operations and records, including files of building permits and occupational licenses. The building official performs plan reviews of commercial, multi-family dwelling units, short plats, subdivisions and single-family residences in the process of construction, alteration or repair for compliance with uniform building code requirements and other regulations and issues permits. The building official interprets and enforces building, mechanical, plumbing, and electrical and energy codes. The building official compiles data and provides reports on building department activity

ESSENTIAL DUTIES

- Review commercial and residential projects for compliance with building codes, town ordinances and state laws.
- Serves as final authority on code interpretation.
- Inspection of all work authorized by permit on commercial and single family residences to assure conformity to approved plans and applicable ordinances, codes, laws and procedures.
- Determine completeness and accuracy of building permit applications and perform required legal notification, and review for code and standards conformance. Coordinate technical review and serve as Town liaison to customers.
- Responds to field emergencies and coordinates appropriate response.
- Issues and authorizes "Stop Work" orders and "Unsafe for Occupation" notices.
- Conducts pre-application and pre-construction meetings.
- Reviews and approves proposed alternative materials and methods of construction.
- Monitor and expedite land use processes to closure of project, including bonding and recording requirements.
- Insure compliance with plat requirements on building permit applications.
- Serve as staff advisor to Town Manager
- Works with the City Attorney, Development Director, Code Enforcement Officer and other staff on difficult code compliance and interpretations.
- Review soils reports and determines their application.
- Receive complaints/inquiries from customers relative to construction conditions or activities in the community. Gather all pertinent data, evaluate the facts of the situation, and attempt to handle at first contact.
- Interpret codes, regulations, standards, plans and specs, legal descriptions, and various governmental documents.
- Issues and authorizes "Stop Work" orders and "Unsafe for Occupation" notices.
- Represent the Town at building code conferences and informational meetings.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Minimum of three years progressively responsible experience in building inspection, construction or design.
- Standard or provisional certification as a State of Florida building code administrator.
- Must have a working knowledge of construction practices, codes, and land use planning concepts.
- Requires a thorough understanding of zoning, municipal and administrative codes, and the public information process.
- Must have excellent communication skills to deal effectively with architects, engineers, and other development professionals.
- Must have good supervisory skills and an understanding of personnel practices
- Must be skilled in problem solving and have the ability to make accurate and immediate decisions.
- Must have a record of good work attendance and authorization to work in the United States.
- Must have a Florida State Driver's License and evidence of a good driving record.

Education & Experience:

- Requires a BS or BA degree in architecture, construction technology, engineering or related field or equivalent knowledge and skills obtained through a combination of job related courses, seminars and work experiences.

OTHER REQUIREMENTS

Tools and Equipment Used

Various types of materials and equipment are used: paper records, building documents, plans and specs, site, building and area maps, local, county, state and federal codes and ordinances, shoreline regulations, legal notices, land use planning documents, construction and design requirements, development standards, historical files, computers, blue line copy machine and communications systems. Future work practices may necessitate the use of different tools and equipment.

Working Conditions and Physical Abilities

Some work is performed indoors with prolonged sitting and fine manipulation skills required for computer use. Inspections are performed outdoors and require combinations of standing and walking, with occasional lifting of 10-20 lbs. The environment is sometimes stressful in trying to meet customer needs and/or issuing correction and stop-work notices for non-compliance. There is some exposure to sun, noise, fumes, odors, and dust as well as to poor ventilation, slippery work surfaces and the hazards related to water and electricity during inspections. Use of protective clothing such as hardhat, steel-toed boots, and safety vest and rain gear may be required at times. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office machinery. Must have an ability to hear and speak clearly both in person and on the telephone.