



TOWN OF SURFSIDE

BUILDING OFFICIAL

DEPARTMENT: BUILDING

EXEMPT

GENERAL DESCRIPTION:

Responsible technical supervisory work enforcing building inspections and plan review to insure compliance with existing codes, ordinances and statutes. Work is performed under the administrative direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS:

1. Enforces building and zoning codes.
2. Examines building plans and construction methods to ensure compliance with building codes.
3. Issues Permits.
4. Recommends materials and methods of alteration to homeowners and builders.
5. Issues "Notice of Violations" for breaches of the building code.
6. Checks construction values on all permit applications.
7. Instructs inspection personnel on building code intent.
8. Instructs permit clerks on permitting procedures.
9. Clarifies building code provisions to design professionals.
10. Develops new forms and procedures.
11. Supervises the scanning of all building plans.
12. Assists other departments with construction related issues.
13. Assists other departments with explanation and clarification of the Town's Code of Ordinances.
14. Develops short and long range strategic business plan.
15. Ensures FEMA compliance.
16. Coordinates, implements, and maintains the Town's workplace safety program (risk management program) and ADA coordinator.
17. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the Town, County and State codes and ordinances.
- Knowledge of principles and practices of building construction.
- Knowledge of building, plumbing, mechanical, gas, fire safety, FEMA, electrical codes.
- Ability to interpret technical designs and blueprints.
- Ability to enforce codes.
- Ability to work with the public.
- Skill to use standard equipment and testing devices.
- Skill to correct defects in building constructions and code violations.
- Computer knowledge.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Construction, Engineering or related field and five (5) years' experience within a construction related field as an inspector, engineer, architect, or general contractor within the high velocity hurricane zone.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

State of Florida Certification as a Building Official through the Department of Business and Professional Regulation. Valid Florida Driver's License. All requirements of the Florida State Statutes. All requirements of Chapter 8 Miami-Dade County.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside and out-of-doors in various weather conditions.
- Some stressful situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 4/25/08; 8/17/09; 4/10/12; 7/24/12; 12/15/16

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

