



## **TOWN OF SURFSIDE BUILDING OFFICIAL**

**DEPARTMENT:** BUILDING

**EXEMPT**

### **GENERAL DESCRIPTION:**

Responsible technical supervisory work administering and enforcing the Florida Building Codes including permitting, plan review and inspections to ensure compliance with existing codes, ordinances and statutes. Work is performed under the administrative direction of the Town Manager.

### **ESSENTIAL JOB FUNCTIONS:**

1. Enforce building and zoning codes.
2. Examine building plans and construction methods to ensure compliance with building codes.
3. Issues Permits.
4. Review proposed alternative methods and materials from design professionals, builders and homeowners.
5. Issue "Notice of Violations" and/or "Stop Work Orders" for breaches of the building code.
6. Review construction values on all permit applications.
7. Interpret the Florida Building Code for Plans Examiners and inspectors.
8. Instruct permit technicians on permitting procedures.
9. Consult with design professionals and clarify building code provisions.
10. Develop new forms and departmental procedures.
11. Supervise the scanning of all building plans.
12. Assist other departments with construction related issues.
13. Assist other departments with explanation and clarification of the Town's Code of Ordinances.
14. Develop short- and long-range strategic business plan.
15. Attend Town Commission meetings, monthly Planning & Zoning meetings, and other meetings as required; takes necessary action regarding agenda items.
16. May function in any emergency management role or capacity in the Incident Command System (ICS) to include Logistics, Operations, and Planning.
17. Ensure FEMA compliance with rules of the National Flood Insurance Program and other FEMA regulations.
18. Coordinate, implement, and maintain the Town's workplace safety program (risk management program) and serves as the Town's ADA coordinator.
19. Serve as the Floodplain Manager for the Town, as certified by the Association of State Floodplain Managers (ASFPM).

- 20. Manage development in the Town to comply with NFIP Community Rating System (CRS) program.
- 21. Serve as the OSHA Construction Safety & Health Instructor.
- 22. Perform 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.
- Knowledge of the Community Rating System (CRS) program.
- Knowledge of the OSHA Construction Safety & Health
- Ability to interpret technical designs and blueprints.
- Ability to enforce codes.
- Ability to express oneself clearly orally and in writing.
- Ability to deal with confidential and sensitive matters.
- Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public.
- Ability to supervise the work of others in a manner conducive to full performance and high morale.
- 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. Certified Floodplain Manager (CFM) preferred.

Valid Florida Driver's License. All requirements of the Florida State Statutes. All requirements of Chapter 8 Miami-Dade County.

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**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.)

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Revision History: 3/18/08; 4/25/08; 8/17/09; 4/10/12; 7/24/12; 12/15/16, 10/27/20; 4/10/24

**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: Interim Town M. Mandy Vary