



# City of Live Oak

## Building Official Position Description

POSITION TITLE	Building Official
FUNCTIONAL AREA	Administration
PAY RANGE	Minimum: \$73,455.50
	Maximum: \$95,069.50
CLASSIFICATION	Full-Time; Exempt
APPROVED/UPDATED	

### **General Summary**

The Building Official performs a variety of routine and complex technical work in connection with his/her duties to enforce all applicable Florida Building Codes, local ordinances and land development codes for building and zoning, state statutes and Florida administrative codes pertaining to construction and contractors, and the daily operations of the building department.

### **Supervision Received and Exercised**

This position functions under the general supervision of the City Manager or his/her designee and is tasked with the supervision of the Code Enforcement Officer. Manages an annual departmental budget of approximately \$130,000.

### **Essential Duties and Responsibilities**

- Provides strong and effective leadership for the Building Department, ensuring a well-run department with efficient workflows.
- Communicates and works with all municipal departments, land owners, and construction and design professionals.
- Communicates current and changing building codes; monitors and reports on trends.
- Handles all managerial duties including development of the division budget, ongoing financial oversight, complaint response and management reporting.
- Facilitates meetings as an effective tool to work in partnership with other divisions or departments to attain stated goals.
- Prepares and presents oral and written reports.
- Evaluates current systems, procedures and policies, in particular with regard to internal workflow and the overall design and review processes; identifies areas that require updating or reengineering; and implements necessary changes in a timely and cost-effective manner.

- Conducts all preliminary and final plan reviews with experience in the implementation and management of an electronic plans review.
- Conducts inspections on projects, plan check engineers, effective leader in resolving problems and issues all permits.
- Provides supervision to the Code Enforcement Department and the Code Enforcement Officer.
- Evaluates proposed land construction for flood management per FEMA.
- Performs any other duties as assigned by the City Manager.

## **Minimum Qualifications**

### **Education and Experience**

- Must be certified by the State of Florida and be qualified as one of the following:
  - I. A Registered Professional Engineer licensed in the State of Florida with not less than five years of experience under that registration and having practiced within the area of jurisdiction of the Building Code for at least five years. (License under the structural discipline, while highly desirable, is not required.)
  - II. A Registered Architect licensed in the State of Florida with not less than five years of experience under that registration.
  - III. A licensed General Contractor holding a current Certificate of Competency issued by the Florida Construction Industry Licensing Board with not less than five years of experience under that license.
- Must be certified or eligible for certification as a Chief Building Inspector and Building Plans Examiner (Florida Building Code Administrator).
- Must hold a valid standard certificate issued by the State of Florida Department of Business and Professional Regulation Board of Building Code Administrators and Inspectors in the category and discipline he/she is seeking certification.

### **Other Required Competencies**

- Knowledge of the Florida Building Codes, general construction practices, office management, fiscal responsibility and supervisory skills.
- Broad knowledge and experience in construction practices, means and methods, and flood management.
- Above average skills in Building Codes, Florida Statutes, and Florida Administrative Code pertaining to construction and contractors.
- Excellent skills in customer relations and problem solving.
- General knowledge of zoning and land development rules.
- Experience in construction and management skills.
- Knowledge of computer programs such as Microsoft Office Suite.

- Proficiency in oral and written communication in the English Language. Ability to speak Spanish is a plus.
- A valid Florida driver's license.
- The minimum requirements may be adjusted by the City Manager based on experience and other qualifications.

### **Working Conditions and Physical Factors**

- Work is performed both indoors and outdoors and involves inspection of various land use developments and construction sites. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common.
- Must be able to lift, carry and/or push articles weighing up to 20 pounds.
- Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves.
- Must have the physical ability to enter into and inspect hazardous locations, climb stairs and ladders, reach above and below shoulders, walk and bend.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, and use hands to handle, feel or operate objects.
- Ability to drive a City vehicle.
- Safely operate a variety of basic hand tools and use of a ladder.
- Physical capability to effectively use and operate various items of office equipment, such as but not limited to a personal computer, calculator, copier and fax machine, etc.

*The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.*