



CITY OF ALACHUA

JOB DESCRIPTION

BUILDING OFFICIAL

DEPARTMENT: Planning and Community Development: Building Division

REPORTS TO: Planning and Community Development Director

SUPERVISES: None

FLSA: Exempt

GENERAL DESCRIPTION:

Building construction regulation with the responsibility for direct regulatory administration, plan review, enforcement, inspection of building construction, erection, repair, addition, remodeling, demolition or alteration projects that require permitting to insure compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and all other construction codes as required by state law or municipal or county ordinance; supervises employees of the Building Division. Work is performed under the general direction of the Planning and Community Development Director. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by supervisory duties and required advanced technical skills.

ESSENTIAL JOB FUNCTIONS:

1. Conducts inspections of building construction, erection, remodeling, demolition or alteration projects requiring permitting for compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and other construction codes.
2. Conducts plan reviews.
3. Interprets Building Codes, City Codes and applicable State and Federal regulations. Meets with contractors, developers, architects, engineers and the general public.
4. Attends various meetings and seminars. Prepares written and oral reports and makes presentations.
5. Assists in developing code promulgation and interpretations.
6. Maintains various files and records particularly those of all inspections.
7. Prepares, submits and monitors annual division budget.
8. Reviews and approves/disapproves plans for building construction and alterations.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of building and zoning codes, laws and ordinances. Knowledge of current methods and practices in all construction. Knowledge of State statutes for building design and structural requirements. Ability to organize and present technical reports. Ability to interpret codes. Ability to review, inspect and enforce codes. Ability to read and interpret construction drawings and blue prints. Skill in oral and written communications. Skill in tactfully resolving problems with staff and in the field. Skill in code interpretations. Skill in establishing and maintaining effective work relationships.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma and:

- Ten (10) years combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor or construction superintendent, with at least five (5) years of such experience in a supervisory position; or
- A combination of post-secondary education in the field of construction or a related field, no more than five (5) years of which may be applied, and experience as an Architect, Engineer, Plans Examiner, Building Code Inspector, Registered or Certified Contractor or Construction Superintendent, which totals ten (10) years, with at least five (5) years of such total being experience in a supervisory position.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Building Official (Building Code Administrator) License issued by the Department of Business and Professional Regulations.
- Valid Florida Driver’s License.

ESSENTIAL PHYSICAL SKILLS:

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

ENVIRONMENTAL CONDITIONS:

- Works inside and out-of-doors.
- Heights up to thirty-five (35) feet.
- On uneven or slippery surfaces.

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

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature