

Taylor County Board of County Commissioners

JOB TITLE: Building Official

EXEMPT (Y/N):	Yes	UNION (Y/N):	No
Pay Grade	300	WC CODE	9410
LOCATION:	Admin Complex	DEPARTMENT	Building Department
SUPERVISOR:	County Administrator		
PREPARED BY:	Human Resources	DATE:	12/1/99
APPROVED BY:	BCC	Edited:	2/24/15

THIS POSITION HAS THE ABILITY TO ENGAGE IN TANGIBLE EMPLOYMENT ACTIONS.
THIS POSITION IS CONSIDERED "ESSENTIAL" DURING DECLARED STATES OF EMERGENCY AND WILL DIRECT EMERGENCY SUPPORT FUNCTIONS.

SUMMARY:

This position is responsible for departmental administration of the Building, Planning, and Facilities Maintenance Departments. Responsible for direct regulatory administration and/or supervision of plan review, enforcement, and inspection of building construction, repair, additions, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical and other construction codes as required by state law or county ordinance. Reports directly to the County Manager. Includes technical work in inspecting building construction, alteration, and repair, to enforce compliance with all adopted building codes, land use regulations, flood insurance requirements, and other pertinent ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receive all applications for permits, approve or disapprove permits and cause permits to be issued.
- Sort and file alphabetically, numerically, or by other established classifications.
- Examine premises for which permits have been issued and make necessary inspections to ensure that the provisions of county building ordinance are complied with and that construction is pursued safely.
- Make routine mathematical calculations.
- Enforce all laws relating to construction and zoning.
- Issues such notices or orders as may be necessary to enforce compliance with the law, to remove illegal or unsafe conditions, and secure safeguards during construction.
- Answers questions, interprets codes and regulations, and handles problems pertaining to all phases of construction, zoning, flood insurance, and subdivision regulations.
- Assist other employees in general office work.
- Handles all required building inspections and notes inspections as they are made.
- Examines plans and specifications of new construction or repairs for conformance with codes, regulations and ordinances.
- Reviews publications for building permits.
- Determines compliance with zoning code and flood control ordinances.
- Investigates alleged building and/or zoning violations and take appropriate action.
- Prepares and gives testimony in courtroom proceedings.
- Ensures maintenance of comprehensive records of permits issued, inspections, reports rendered and notices or orders issued.
- Performs related work as required.

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QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicant must be certified in Florida as a Building Official or currently meet requirements for a provisional license and obtain certification within 2 years of hire date.

EDUCATION AND/OR EXPERIENCE:

High School diploma or GED. Graduation from an accredited college or university with an Associates' Degree with course work in administration, management, and/or planning and development is preferred. Applicant must evidence a minimum of ten years experience in the construction field, with a minimum of 5 years in a supervisory capacity. Experience as an engineer, architect, inspector, or contractor is desirable. Display ability to obtain standard license within two years.

OTHER SKILLS AND ABILITIES:

- Knowledge of office practices and procedures.
- Ability to provide oral and written instructions.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental procedures.
- Ability to make decisions in accordance with applicable laws, regulation and policies.
- Ability to receive public with considerable poise, tact, patience, and courtesy.
- Knowledge of County zoning codes, flood control ordinance, subdivision ordinances, and comprehensive growth plans, and building codes.
- Ability to analyze and interpret building construction plans, specifications, code books, ordinances, and state statutes that applicable to this department.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ Acceptable hearing and vision (with or without correction).
- ◆ Required to stand; walk; climb; and stoop and kneel.
- ◆ Must be able to lift and/or move up to 100 pounds.
- ◆ Operation of motor vehicle.

WORK ENVIRONMENT:

Works inside and outside in varying weather conditions with noise, slippery surfaces and/or uneven surfaces. Work at heights up to 50 feet. Some stressful situations.

CERTIFICATES, LICENSES, REGISTRATION:

Valid Florida Drivers License. Certified in Florida as a Building Official or currently meet requirements for a provisional license and must obtain certification within two (2) years of date of hire.