



JOB DESCRIPTION

POSITION TITLE: Building Official / Floodplain Administrator / Building Inspector
DEPARTMENT: Administration
REPORTS TO: Town Administrator
EMPLOYMENT CLASSIFICATION: Exempt – Full-Time

GENERAL DESCRIPTION:

Responsible for direct regulatory administration, technical, and supervision of all phases of plan review, zoning, and code enforcement; including inspections for commercial and residential remodeling and new construction, and building modifications in compliance with building, mechanical, plumbing, gas, electrical, fire prevention, energy, accessibility, and other construction codes as required by Town, Pinellas County, and/or Florida State Law. The Building Official works to assure that all interactions with contractors, architects, engineers, property owners and the public are handled with professional tact and courtesy. Serves as the Town's Floodplain Administrator.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed in this position.

- Comprehensive knowledge and interpretation of local, Federal, State Rules and Regulations, laws and codes related to building construction and inspection, and development, planning, and life safety.
- Knowledge and enforcement of planning, zoning, building, floodplain management, and code enforcement techniques and procedures and operational oversight.
- Knowledge and application of the processes and procedures involved in plans review and inspections of new and existing construction.
- Knowledge and application in the methods and procedures of supervision and management.
- Examine plans for code requirements in building, gas, electrical, mechanical, plumbing, heating/air conditioning, fire prevention, energy, and accessibility.
- Responsible for reviewing areas involving State required energy codes, certificates of occupancy, land use-zoning requirements, setbacks, structural, building elements, Federal and State Regulations.
- Responsible for developing and maintaining effective interpersonal relations.
- Responsible for interpreting codes, laws, and regulations to ensure compliance.
- Responsible for recommending code revisions, ability to assist with variances, and make recommendations to the Board of Commissioners, the Magistrate, the Planning and Zoning Board, and citizens with explanation.
- Operate standard office equipment including computer hardware and software.
- Responsible for conducting on-site inspections of both new and existing structures at specified stages of construction/remodeling for structural integrity, building code compliance, and occupant use/safety.
- Responsible for understanding and interpreting architectural drawings, building plans and related documents.
- Responsible for dealing tactfully and effectively with the general public when investigating citizen's complaints and reported violations and coordinate resolution of related problems.

- Responsible for establishing and maintaining effective working relationships with town officials, employees, and the general public.
- Responsible for performing mathematical calculations as needed.
- Responsible for applying analytical skills for all related activities and interpreting data for making effective decisions.
- Responsible for communicating, both verbally and in writing, and preparing and maintaining appropriate documentation for all responsibilities.
- Responsible for attending meetings of applicable Boards/Committees to make presentations, provide technical advice, and other assistance as required.
- Responsible for serving as the Town's Floodplain Administrator, as well as completing required reports for FEMA, NPDES, ADA, and CRS and others as identified by the Town Administrator.
- Provides assistance to FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program activities, such as Local Mitigation Strategy (LMS).
- Required to perform other duties as assigned by the Town Administrator.

ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:

- Responsible to safely utilize all tools, equipment, etc. necessary in carrying out the functions of this position.
- Occasional lifting and carrying of objects weighing 45 pounds and over, climbing, good vision, good hearing, ability to distinguish odors, ability to walk, and to drive vehicles.
- Responsible to safely work in confined spaces, crawl, stoop, push, pull and work on unsteady surfaces among others.

ENVIRONMENTAL CONDITIONS:

A considerable amount of time is spent in an office environment. Work is also performed in the field at construction sites in varying conditions and temperatures.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Bachelor's Degree from an accredited college or university in Civil Engineering, Building Construction Sciences, Architecture, or a related field. Or a minimum of ten (10) years of documented experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor or construction superintendent or a combination of education and experience with at least five (5) years of such experience in a supervisory capacity.
- Must meet and maintain the requirements of the International Code Council (ICC) as a Building Official and be licensed by the State of Florida as a "Standard Licensed" Building Code Administrator per Florida Statutes Chapter 468, Part XII.
- Must meet and maintain the requirements of a Certified Floodplain Manager (CFM) and have at least five (5) years of experience. Must meet and maintain the requirements to be a Floodplain Administrator, as well as the requirements specified in the National Incident Management System (NIMS).
- Must possess a valid Florida driver's license.

NOTE: *Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.*