

## CITY OF SATELLITE BEACH

### JOB DESCRIPTION

**JOB TITLE: BUILDING OFFICIAL**

**DEPARTMENT: BUILDING AND ZONING**

#### GENERAL DESCRIPTION:

Technical work directing the Building and Zoning activities including inspections, plans review, permit issuance and licensing activities. Work is performed under the general direction of the City Manager.

#### ESSENTIAL JOB FUNCTIONS:

1. Inspects buildings and reviews plans.
2. Performs code enforcement officer activities.
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. Prepares written and oral reports.
5. Develops code promulgation and interpretations.
6. Supervises subordinates.
7. Directs the Local Business Tax Receipt (LBTR) program.
8. Prepares and monitors departmental budget.
9. Coordinates ISO Commercial Risk Service.
10. Prepares documentation for Flood Insurance rating.
11. Serves as the communities Flood Plain Manager
12. Provides technical staff support for various boards such as Board of Adjustment, Planning and Zoning, Code Enforcement.
13. Attends weekly department head meeting with City Manager
14. Interfaces with current and prospective business owners in the community

(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 marginal duties as required.)

Updated 2/9/12

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of building and zoning codes, laws and ordinances.
- Knowledge of current methods and practices of 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 provide in-house training to technical staff.
- 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 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.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Certification by the State of Florida, Department of Professional Regulations, as a Building Official. 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
- Standing

**ENVIRONMENTAL CONDITIONS:**

- Works inside and out-of-doors
- Heights up to 85 feet
- Stressful situations

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)