

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: DEPUTY BUILDING OFFICIAL

DEPARTMENT: BUILDING AND ZONING

GENERAL DESCRIPTION:

Responsible technical work conducting building inspections to insure compliance with existing codes, ordinances, statutes, and enforcing other municipal codes and ordinances. Work is performed under the general direction of the Building Official.

ESSENTIAL JOB FUNCTIONS:

1. Conducts site visits to make construction inspections.
2. Records and documents all inspections.
3. Provides information and assistance to the public, contractors, and other employees.
4. Researches documents.
5. Keep superiors apprised of all building inspection activities.
6. Attends meeting, seminars, etc.
7. Performs essential job functions of Code Enforcement Officer I.
8. Assists and directs Code Enforcement Officer I under the supervision of the Building Official.
9. Performs review and examination of plans and construction documents.

(The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of building construction.
- Knowledge of various codes.

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- Ability to interpret technical designs and blueprints.
- Ability to enforce codes, ordinances and regulations.
- Ability to work with the general public.
- Skill to use standard equipment and testing devices.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent. A minimum of five (5) years experience as Building Inspector or Construction Superintendent.

LICENSES:

- Possession of a valid Florida Driver's License.
- Possess the required certifications by the State of Florida, Department of Professional Regulation

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Light (under 15 pounds) lifting and carrying
- Walking, standing, crawling, kneeling, bending, blancing, stooping
- Driving
- Distinguish colors
- Climb ladders and scaffolding

ENVIRONMENTAL FACTORS:

- Works inside and out-of-doors in various weather conditions with noise, slippery surfaces, uneven surface
- Heights (up to 65 feet)
- Stressful Situations

(The City of Satellite Beach is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Satellite Beach will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.)