



CITY OF APALACHICOLA

192 Coach Wagoner Blvd * Apalachicola, Florida 32320 * 850-653-9319

BUILDING OFFICIAL **JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under general direction of the City of Apalachicola City Manager, the City Building Official provides building code administration in accordance with current Florida Building Codes. The City Building Official will manage all building code compliance activities such as reviewing permit applications and associated plans, issuing permits, conducting inspections and enforcing compliance with municipal building, electrical, plumbing, mechanical, and fire in strict compliance with the Florida Building Code and other applicable codes.

ESSENTIAL JOB FUNCTIONS:

- Receive building permits and review for compliance with building codes and local ordinances adopted and enforced by the City and approve architectural building and engineered site plans and specifications from design professionals, developers, contractors and owners.
- May supervise the work of any assigned employees and support staff to assure tasks are completed in conformity with pertinent City codes, ordinances, and statutes.
- Advises homeowners, contractors, architects and engineers on code requirements as applied to specific building plans; provide technical advice and interpretation to staff and contractors regarding building plan review and inspection.
- Coordinate inspections of new construction, remodel and renovation projects throughout the City to meet the requirements of Florida Building Codes and approved construction documents and specifications.
- Competency in all applicable Building Code and changes, including but not limited to, Florida Building Code, ICC, Electrical Codes, International Property Maintenance Codes, etc., as well as any applicable State Statutes and ADA Codes, by either studying such or attending seminars and workshops and maintaining certifications.
- Confer or correspond with contractors, tradespeople and the general public as necessary to advise them on construction requirements and other building related codes of the City.
- Prepare the Building Department budget, make procedural and operational recommendations, and monitor expenses for budgetary compliance.
- Issues Notice of Violations/Stop work orders for breaches of the building code.
- Serve as an advisor to boards and committees on building and related code requirements.
- Make presentations to City Council and other governmental agencies relating to building code compliance.
- Maintain records and provide reports, as requested by City Manager, or as required by applicable law or procedure, of all building, electrical, plumbing, mechanical, gas and

miscellaneous permits; as well as maintain records of certification and licensing of all contractors.

- Administer through obtained Certification within two (2) years of being hired, the City's Floodplain Management Program, ensuring that the City of Apalachicola meets FEMA's minimum NFIP participation requirements.
- Assist in overseeing the City's FEMA Community Rating System (CRS) for flood insurance discounts.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Review, permit and inspect manufactured homes, modular homes, sheds, fences, commercial signs, etc.
- Conduct business occupancy (Certificate of Use) inspections in conjunction with the Fire Chief and Planning Officials.
- Checks construction values on all permit applications.
- Other duties, as directed and delegated by the City Manager.

(These essential job functions are not to be construed as complete. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address the City's needs and changing practices)

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of City, County and State codes and ordinances.

Knowledge of principles and practices of building construction.

Knowledge of building, mechanical, electrical, plumbing, fuel gas, fire safety, FEMA.

Knowledge of the Community Rating System (CRS) program.

Knowledge of the OSHA Construction Safety & Health requirements.

Ability to interpret technical designs and blueprints.

Ability to enforce codes.

Ability to deal with confidential and sensitive matters

Ability to collaborate with others in a manner conducive to full performance and high morale.

Ability to operate office equipment including computer equipment, software, and GIS systems.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Evaluate and develop improvements in operations, procedures, policies or methods.

Interpret and apply Federal, State and local policies, procedures, laws and regulations, in coordination with and under the advice of the City Attorney.

Identify and respond to public, Planning Commission and City Council issues and concerns.

Analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.

Ability to effectively communicate complex technical information orally and in written or graphic form.

Prepare clear and concise administrative and financial reports.

Business letter writing with proper English, spelling, grammar and punctuation use.

Proficiency with email communication, word processing, excel, and other software programs.

EDUCATION & EXPERIENCE:

Bachelor's degree in architecture, engineering, construction technology, planning, or a related field

A minimum of 5 years' experience within a construction related field as a general contractor, inspector, engineer, or architect in a high velocity wind zone.

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

Licenses & Certifications

State of Florida Certification as a Building Official through the Department of Business & Professional Regulation.

Certified Floodplain Manager (CFM) within two years of employment.

Valid Florida Driver's License and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environmental:

Works inside and out-of-doors in various weather conditions.

Stressful situations at times may occur/interaction with upset individuals in interpreting and enforcing codes and ordinances.

Essential Physical Abilities:

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without hearing aid)

Walking, standing, climbing, bending, stooping, some lifting and carrying objects of light to moderate weight (5-25lbs).

(The conditions herein 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 job functions.)

Salary commensurate with experience and licensures.