



DESOTOBICC.COM

DESOTO COUNTY, FLORIDA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Building Official

Department: Building

Pay Grade: 115 (\$71,871.15 - \$111,400.28)

FLSA Status: Exempt

GENERAL DESCRIPTION:

Responsible for directing the operations of the Building, Planning, and Zoning Divisions, under the administrative direction of the Deputy County Administrator for Growth and Resource Management. In addition, this position also acts as assistant director of the County Development Department in the absence of, or upon the direction of the Deputy County Administrator for Growth and Resource Management.

ESSENTIAL JOB FUNCTIONS:

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff, reviews progress and directs change as needed.
2. Directs the overall operations, policies and personnel of the Building, Planning, and Zoning Divisions by providing leadership and direction in the development of short and long range plans; gathers, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides technical building code advice and/or training to Building Division employees, contractors, boards, commissions, civic groups and the general public.
4. Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.
5. Communicates official programs, policies and procedures to staff, the building industry and the general public.
6. Enforces a variety of codes, including the Building, Mechanical, Fuel Gas, and Plumbing volumes of the Florida Building Code; the National Electric Code, and as it relates to new construction, the Florida Fire Prevention Code when assisting the Fire Marshall.
7. Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
8. Enforces Desoto County ordinances relating to dilapidated buildings, the construction industry and contractor licensing.
9. Resolves complex and sensitive customer services issues, either personally, by telephone or in writing.

10. Administrators the permitting functions, including application, fee assessment and collections, plan review, permit issuance, inspections and occupancy.
11. Coordinates plan reviews, inspections, and enforcement actions.
12. Administers the licensing of all locally licensed contractors, including receiving applications, authorizing test, issuing licenses and sending out renewal notices.
13. Serves as an ex-officio member of the DeSoto County Contractor Licensing Board, and performs the duties of secretary to the Board, maintaining written transcripts of all meetings, facilitating meetings, providing required information, etc.
14. Serves as an ex-officio member of the DeSoto County Board of Appeals, and performs the duties of secretary to the Board, maintaining written transcripts of all meetings, facilitating meetings, providing required information, etc.
15. Participates in the Staff Review of Development Plans to ensure code compliance of proposed developments. Performs the duties of plans examiner or inspector as needed.
16. Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.
17. Research problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern practices and methods employed in building, electrical, plumbing, mechanical, gas and fire inspections.
- Knowledge of modern principles and practices of civil engineering as applied to inspections of buildings.
- Knowledge of Local ordinances and State laws and regulations governing electrical, mechanical, plumbing and building standards.
- Ability to establish effective working relationships with contractors,
- developers, architects, engineers, owners, and the general public.
- Ability to coordinate, plan, direct and supervise plan review and inspection activities.
- Ability to communicate and supervise effectively.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent; two (2) years of post-secondary college or technical institute and seven (7) years of experience in general construction and related fields and experience in supervisory position.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Standard license issued pursuant to Florida Statute Chapter 468 as a Building Code Administrator. Licensed as a Fire Inspector and Fire Plan Review pursuant to Florida Statute 633.

DESIRED CERTIFICATIONS AND/OR REGISTRATIONS:

Following certificates or equivalent, issued by a recognized model code organization are desired to establish professional abilities in addition to the minimum requirement for licensure as a Building Code Administrator. These credentials shall also be recognized by the ISO to enhance the county ISO rating established during department evaluation.

- Code Enforcement Administrative Professional
- Chief Building Code Analyst
- Chief Electrical Code Analyst
- Chief Mechanical Code Analyst
- Chief Plumbing Code Analyst
- Building Plans Examiner
- Building Inspector
- Plumbing Plans Examiner
- Plumbing Inspector
- Mechanical Plans Examiner
- Mechanical Inspector
- Electrical Plans Examiner
- Residential Electrical Inspector
- Commercial Electrical Inspector
- Fire Inspector
- Fire Plans Examiner

ESSENTIAL PHYSICAL SKILLS:

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Must be able to talk and hear. Additionally, the following physical abilities are required:

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Carrying: support and move (someone or something) from one place to another
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

ENVIRONMENTAL CONDITIONS:

Work is performed inside an office environment. May occasionally work outside in various weather conditions.

THIS IS A DISASTER ESSENTIAL POSITION.

DeSoto County is an Equal Opportunity Employer. It is the policy of the County to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability. This policy applies to all employment practices and personnel actions including, but not limited to, recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The County complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The County will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability.