

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 629

BUILDING OFFICIAL

GENERAL

Highly responsible administrative work directing and coordinating the operations of the Building Department performed under administrative direction.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Plans, evaluates, and directs departmental policies, programs, and operations through division supervisors.
- Reviews, evaluates, trains, and motivates division supervisors and other department personnel.
- Prepares department budget for the City Manager's consideration.
- Directs the preparation and implementation of division budgets and makes procedural and operational recommendations to City management through work plans.
- Serves as principal Enforcing Officer of the South Florida Building Code as mandated under Florida Statutes.
- Enforces regulations and laws of the State and Federal government relative to coast lines, seawalls, floodplains, and natural resources.
- Provides code interpretations pursuant to Florida Building Code.
- Enforces FEMA - Floodplain Regulations.
- Assigns duties and complaints to appropriate section.
- Recommends ordinance changes to fee schedules and other laws.
- Prepares information for legal staff and attorneys.
- Maintains records that are required by state law.
- Maintains records on employee training and state required certification.
- Prepares monthly and special reports for City Manager.
- Presents appeal responses to the Broward County Board of Rules and Appeals.
- Prepares violation notices.
- Issues Certificates of Occupancy.
- Gives testimony at hearings and court proceedings.
- Answers code related questions over phone.
- Meets with design professionals to assist in permitting.
- Prepares reports for other state regulatory agencies.
- Enforces ADA, energy code, and other state and county regulations.
- Reviews purchase orders, general correspondence, and time sheets.
- Serves on building code committees, Broward County Board of Rules and Appeals.
- Collects revenue and files reports to state agencies (HRS and Radon).
- Attends state approved seminars for mandatory re-certification.

- Issues orders on unsafe and emergency conditions.
- Responds to call-out at any hour when Police or Fire Dept. calls for assistance in emergency situations.
- Maintains a Building Code library for building code regulations.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building construction methods and materials.
- Knowledge of the building, electrical, plumbing, and land use codes in force and of the Florida Building Code.
- Knowledge of the general practices and materials of the building trades.
- Skill in drafting and giving presentations and reports.
- Skill in producing financial budgets.
- Skill in using Microsoft Office.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Ability to supervise employees engaged in the code enforcement operation.
- Ability to communicate and enforce laws, codes, and regulations effectively both orally and in writing.
- Ability to review/evaluate, motivate, and train/coach subordinates.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Must meet the requirements of the Florida Building Code and Broward County Board of Rules & Appeals as outlined in the Special Laws of Florida CH-71-575, Chapter 2, Section 201.2 and 201.8. Extensive construction experience and considerable supervisory experience within a Building Inspection Department. Successful candidate must possess excellent customer service skills and philosophy to promote Pompano Beach as a business friendly environment. Applicants should possess administrative and supervisory skills and demonstrate proficiency in the utilization and implementation of information technologies.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb structures under construction, ladders, and scaffolds.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 09/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 36/50

Location: Building Department

GERS: Regular Class