

**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. Work is performed under administrative direction.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, evaluates and directs departmental policies, programs and operations through division supervisors. 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.
- Prepares department budget for City Manager consideration.
- Prepares monthly 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).
- Maintains records on employee training and state required certification.
- 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.

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.

### **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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb structures under construction.

### **SPECIAL REQUIREMENTS**

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

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