



DEPUTY BUILDING OFFICIAL

General Definition of Work:

Performs intermediate technical work in the inspection of commercial and residential building construction, alterations and repairs for compliance with the building, electrical, mechanical, energy and plumbing codes and other applicable laws, ordinances and regulations including, but not limited to, floodplain management; does related work as required. Work is performed under the regular supervision of the Building Official. Serves as Acting Building Official in the absence of the Building Official.

Essential Functions/Typical Tasks:

Performing residential building, electrical, mechanical or plumbing inspections; reviewing plans; maintaining records and files; preparing reports.

(The following tasks 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.)

- Performs building and trade inspections of varying complexity to ensure compliance with applicable codes, ordinances and regulations; schedules inspection requests; records inspection results; confers with and interprets code requirement for contractors, engineers, architects and the general public.
- Assists code enforcement personnel in the investigation of potential violations, including but not limited to, work without a permit and unlicensed contractor activity.
- Inspects unsafe buildings in concert with the Fire Marshal and Code Enforcement Officer and issues notices to abate these unsafe conditions.
- Appears and offers testimony at code enforcement/special master hearings and in court, when necessary.
- Meets with violators of applicable codes, ordinances and regulations to assist in the resolution of these issues and to achieve compliance.
- Performs related tasks as required.
- Performs stormwater erosion and sedimentation control inspections
- Assists at permit counter issuing permits and parking passes

Knowledge, Skills and Abilities:

Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of state building and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and considerable experience as an inspector, architect, engineer or contractor with considerable public contact.



Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of State of Florida Certified Building Code Administrator License, along with State of Florida Standard Inspectors license in commercial building, one & two family dwelling inspector or possession of commercial building, mechanical, electrical and plumbing certifications. Possession of State of Florida Stormwater Inspector certification or the ability to obtain within six months of employment.

Pay Grade: 124

Status: Exempt, MAPS

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