

City of Fernandina Beach
Job Description

DLM
City Manager's Signature

9/20/18
Date

Title: Deputy Building Official
Department: Building
FLSA Status: Exempt
Reports To: Building Director
Pay Grade: 139

Minimum Qualifications

- A. Education and Experience:
Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Building Construction or a related field with major course work in structural engineering, architecture, or construction management, or eight (8) year's experience as a State-certified residential building contractor, architect, engineer, building inspector, or superintendent of building construction, including two (2) years in a supervisory capacity required. Proficiency in Microsoft Office Suite required. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Licensed by the State of Florida as a Building Code Administrator; Standard Building, Electrical, Mechanical and Plumbing Inspector and Standard Plans Examiner required. Valid Florida Driver's license required. Must be able to acquire a provisional license for all disciplines lacking licenses in 60 days and be able to acquire a permanent certificate in 6 months' time (time frame will be adjusted by number of certificates needed) from date of hire.
- C. Knowledge, Abilities, and Skills:
Thorough knowledge of Florida Building Codes required. Must possess excellent oral and written communication skills.

General Description

This is a managerial position responsible for assisting the Building Director in training, planning and administering the Florida Building Code in the Community Development Department. May be required to attend meetings outside business hours. Works independently under limited supervision, reporting progress through periodic meetings with the Building Director throughout the working schedule.

Essential Functions:

1. Assists and coordinates the routing of inspections and plan reviews, performs plan review and inspections when needed, supervises and coordinates the enforcement of the Florida Building Code, assists the Building Director in directing operations of the Building division personnel under the general supervision of the Building Director.
2. Confers with contractors, architects, engineers, owners, and planning department regarding construction codes, building plans, and flood protection.
3. Reviews construction plans for compliance with flood zone and adherence to codes.

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4. Conducts site visits to make plumbing, mechanical, gas, structural, and/or electrical inspections.
5. Investigates sub-standard and/or unsafe structures and coordinates with Code Enforcement on all condemnation proceedings.
6. Maintains all inspections and other records.
7. Receives and investigates inspection complaints, and provides written record of all findings.
8. Reviews and approves/disapproves plans for building construction and alterations.
9. Studies and prepares proposed codes.
10. Acts in absence of Building Director.
11. Coordinates, attends and participates in administrative meetings as required. Represents department at public hearings as needed.
12. Assists in effective training and development of staff.
13. Assists in the preparation and monitoring of annual division budget. Manages budget and controls expenses effectively.
14. Protects assets by establishing, monitoring, and enforcing internal controls.
15. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises management of actions and potential risks.
16. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
17. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to distinguish colors, ability to communicate (orally and in writing), driving, moderate lifting and carrying (up to 44 lbs.), reaching, pulling, pushing, walking, climbing, crawling, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment and outside at site areas in various weather conditions with noise, slippery or uneven surfaces. Heights up to 50 feet.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Attention to Detail, Interpersonal Skills, Communication (oral and written).