



## **BUILDING OFFICIAL**

**Occupational Code:** 8149

**Salary Range:** 23E

**Status:** Executive

**FLSA:** Exempt

**Established:** 1/00

This is a highly responsible managerial, technical and administrative work in the interpretation and enforcement of all the provisions of the South Florida Building Code and related regulations subject to the powers vested in the Board of Rules and Appeals. Work involves directing and supervising the City building trades inspectors on code allocation and interpretation. This employee may delegate to certain certified chief inspectors such powers, duties, and assignments, as he or she may deem advisable to carry out the provisions of the South Florida Building Code. Work includes responsibility for the development and maintenance of policies and procedures related to the enforcement of all applicable laws, ordinances, and regulations. The employee exercises considerable initiative and independent judgment and must work effectively with appointed officials, co-workers, outside contractors, and the general public. Work is reviewed through conferences, reports, and by direct observation of results achieved. This employee reports to the Director of Building.

Some of the duties for this position may include: supervises and coordinates through subordinates the enforcement of the South Florida Building Code; confers with staff members on work problems; coordinates activities of the City inspection section; supervises approval of applications for building permits; confers or corresponds with architects, building owners, and contractors concerning questions involved in the enforcement process; enforces provisions and requirements of Chapter 10 of the Code of Metropolitan Dade County; attends and participates in the activities of various boards and commissions dealing with matters relating to the South Florida Building Code; makes recommendations for changes in ordinances and regulations relative to construction; supervises the formulation of written procedures for building inspection section; represents the City at various meetings related to building inspection and in appeals of the building code; enforces regulations and laws of the state and federal government; issues stop work orders; and recommends the condemnation and demolition of buildings and structures to the appropriate boards.

In the event of a violation, this employee may exercise his or her authority by issuing stop work orders or ordering the violation corrected within a reasonable period of time and shall give written notice to the offending contractor, specifying the violation and the right to a hearing before the Board of Rules and Appeals. This employee must have extensive knowledge of modern building codes and regulations, FEMA, National Flood Insurance Program (NFIP), environmental regulations, and related laws and ordinances. Extensive knowledge of the building and practices of building construction and inspections, types of building materials and methods, the South Florida Building Code and other related laws, codes, regulations, and ordinances is preferred.

Ability to plan, direct, coordinate, and supervise the work of subordinates.

### **REQUIREMENTS:**

Must be a registered Professional Engineer or Architect licensed in the State of Florida or a licensed General Contractor holding a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or by the Dade County Construction Trades Qualifying Board, and must possess 5 or more years experience under that license or registration.

**NECESSARY SPECIAL REQUIREMENT:**

1. Must possess or be able to obtain standard State of Florida certification as a Building Code Administrator, issued by the State of Florida Department of Business & Professional Regulation Board of Building Code Administrators within two consecutive examination attempts commencing with the first available test date after hire. To do so, employee must possess ten (10) years of work experience with five (5) of those years being in a supervisory capacity. In addition, successful applicants must possess or obtain a Provisional State Code Administration certification within ninety (90) days of hire.
2. Must possess or be able to obtain certification as a Building Official by the Metro-Dade County Board of Rules and Appeals.