

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Building Official
DEPARTMENT: Sustainable Development
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs senior manager level work in support of the Sustainable Development department. Administers the City's Building Code and conducts building plan review and inspections. Position manages a team of associate or technical employees through subordinate supervisors and/or a team of professional employees. Position is primarily focused on managing other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the City's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Conducts plan review for compliance with all applicable codes
- Develops and prepares reports for benchmarking activities and creates other performance measures for reporting to the City administration and citizens
- Monitors non-conforming uses and ensures upgrades in accordance with the Building Code
- Participates in meetings with contractors, developers, architects, and engineers prior to and during construction activity
- Resolves customer concerns
- Responds to investigations of complaints pertaining to violations of applicable codes and ordinances; investigates referrals from the Code Compliance division
- Supervises and establishes work schedules
- Assists residents and contractors with problems and answers general questions on a daily basis
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in engineering, architecture or related discipline; supplemented by ten (10) or more years' experience as an architect, engineer, inspector, contractor, or construction superintendent five (5) years of which must have been in a supervisory capacity; an equivalent combination of education, certification, training, and/or experience may be considered.

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Must possess or be able to obtain certification as a Building Official by the Broward County Board of Rules and Appeals (BORA), and must possess certification by the State of Florida Building Code Administrators and Inspectors Board (BCAIB) as a Building Code Administrator.

Must have a valid Florida driver license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of planning, zoning, and comprehensive plans, including land development codes
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to effectively multi-task, assign, and prioritize assignments within the department
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time walking and/or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date