

Title: Deputy Building Official
PG: 60
Status: Civil Service
Position Reports to: Chief Building Official
Department: Community Development/Building Inspection

Class Code: 2235
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position is responsible for supervisory, professional and technical inspection work involving construction and related code enforcement. Work includes the responsibility for assigning, scheduling, supervision, training, advising and reviewing the work of subordinate inspectors. The incumbent must have a broad knowledge of inspection procedures and building codes and must exercise reasonable initiative and independent judgment in resolving problems and supervising inspection activities. Extensive contact with builders, architects, property owners, and other members of the public is involved which requires tactfulness and courtesy. Work is performed under general supervision and is reviewed through observation, conferences, reports submitted and results obtained.

ESSENTIAL FUNCTIONS:

1. Evaluates the efficiency and effectiveness of field operations. Reviews daily reports submitted to ascertain work loads, productivity, personnel needs and conformance with documentation standards; conducts field visits and spot checks, for compliance with the division's standards and procedures.
2. Renders interpretations of codes, ordinances and regulations to subordinates.
3. Conducts field inspections and informs builders, engineers, architects, contractors, home owners, and municipal officials of code requirements when disagreements, unusual problems, or sensitive issues are involved.
4. Provides on-the-job training and orientation for new employees. Explains inspection procedures, reporting requirements, and methods of detecting code violations.
5. Responds to questions and problems encountered by lower level inspectors that do not require policy decisions.
6. Conducts secondary inspections of problem areas in conjunction with lower level inspectors and renders inspection decisions.
7. Supervises and participates in the development of inspection training programs.
8. Conducts in-service training of field inspectors as procedures, codes and ordinances change.
9. Maintains records of inspections and other work performed; compiles data and submits written reports.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the methods, materials and techniques involved in building construction, repairs and alterations.
2. Considerable knowledge of code compliance inspection procedures.
3. Considerable knowledge of building, mechanical, plumbing and electrical codes and zoning ordinances.
4. Knowledge of supervisory and training techniques.
5. Ability to plan, assign, schedule, supervise, and review the work of others.
6. Ability to enforce codes and ordinances firmly, tactfully and impartially.
7. Ability to read and interpret plans and specifications.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations. Occasionally it is necessary to climb ladders/scaffolding, etc and crawl under buildings.

The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, electrical shock, and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent, supplemented by completion of a formal academic or in-service training program in the area of Codes Enforcement.
2. A minimum of ten (10) years of construction experience, five (5) of which must have been with a municipal or county Building Inspection agency.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must possess a Class "A" General Contractor's Certificate of competency, issued as a result of passing a proctored examination administered by Block and Associates, OR Certification by the Florida Construction Industry Licensing Board as a General Contractor, OR possess/be able to obtain within one (1) year, certification as a Building Code Official by the International Code Council.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.