

Title: Chief Building Official
PG: 65
Status: Civil Service
Position Reports to: Director of Community Development
Department: Community Development/Building Inspection

Class Code: 1013
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible managerial work involving municipal building inspection and enforcement of construction codes. The employee in this job classification is responsible for the management of the Building Inspection Division. Tasks are of unusual difficulty and involve directing, through subordinate supervisory personnel, the activities of various sections responsible for the administration of municipal building, electrical, plumbing, gas, mechanical, energy, handicapped accessibility, and flood control codes and related ordinances. The objective of such codes is to ensure that all construction and other work accomplished in the City of Lakeland meets the technical standards for workmanship and safety. An important duty of the employee is to administer codes effectively and impartially in order to promote the health, welfare and safety of the City's citizenry. The employee must be thoroughly knowledgeable of the existing municipal codes and keep abreast of changes and trends in the field of building inspection and construction codes. Work is performed under the administrative direction of the Director of Community Development, requiring that the employee exercise extensive initiative and independent judgment in policy and program formulation for the Division. Initiative and independent judgement are also necessary in contact with municipal officials, architects, engineers, developers, contractors, and the general public. Work is reviewed through conferences, reports submitted, and results obtained.

ESSENTIAL FUNCTIONS:

1. Directs the activities of various sections of the Building Inspection Division in the administration of municipal, building, electrical, plumbing, gas, mechanical, energy, handicapped accessibility and flood control codes and related ordinances; establishes inspection work load standards; reviews documentation of inspection activities to ensure that standards are met and code enforcement is effective; authorizes initiation of legal proceedings when other means of achieving code compliance are deemed infeasible.
2. Researches, formulates and drafts new and amended codes and ordinances related to building inspection and construction codes; coordinates initiation and implementation of such codes and ordinances with the City Attorney's Office.
3. Coordinates Division activities with the activities of other municipal agencies such as the Electric and Water Utilities, Fire, Public Works, Risk Management and Parks and Recreation departments, and other divisions of the Community Development Department; maintains awareness of changes and trends in the building inspection and construction codes field; researches and develops recommendations pertaining to building inspection programs; prepares and presents oral and written reports.
4. Performs administrative duties for the Division including development of personnel policies and procedures, budget formulation, program evaluation, and operating policy formulation; recommends personnel actions such as employment, promotions, transfers, demotions, suspensions, and dismissals; administers required discipline; responds to employee grievances; completes employee performance evaluations.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of management and supervisory techniques.
2. Thorough knowledge of municipal codes and ordinances administered by the Building Inspection Division.

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3. Thorough knowledge of the principles and practices of the building inspection and construction codes field.
4. Ability to establish and maintain effective working relationships with municipal and other governmental officials, architects, engineers, contractors, representatives of business organizations, other employees, and the general public.
5. Ability to conduct analytical studies and draw sound conclusions.
6. Ability to analyze Division operations and to establish necessary operating and personnel policies and procedures.
7. Ability to manage the work of a diversified staff.
8. Ability to prepare oral and written reports and impart them effectively.

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. Graduation from an accredited four (4) year college or university with a degree in building construction, architecture, or engineering.
2. Minimum of ten (10) years experience or equivalent, as an architect, engineer, building official, inspector, contractor, or superintendent of Construction, or any combination of these, five (5) years of which shall have been in responsible charge of work relating to building construction, erection, use and occupancy.
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 three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must possess at the time of appointment a Standard Class certificate as a Building Code Administrator from the Florida Building Code Administrators and Inspectors Board, or a Provisional Class certificate as a Building Code Administrator and obtain a Standard Class certificate from the Florida Building Code and Inspectors Board within twelve (12) months of the date of employment.
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.