



City of Crystal River Job Description

Job Title:	Building Official	Salary <input checked="" type="checkbox"/> Hourly <input type="checkbox"/>
Reports to (Title):	Planning and Community Development Director	Salary Range:\$51,000 - \$68,000
Department:	Planning and Community Development Director	Hourly Range:
		FLSA: Exempt

CITY BACKGROUND:

Crystal River, the gem, of Florida's beautiful Nature Coast is a waterfront fishing village best characterized by its traditional main street, superior recreational opportunities, and old Florida charm. In the 1920's commercial fishing came to define the City's economy, with over 5000 tons of fish and 3000 barrels of oysters shipped annually. Residents enjoyed modern amenities such as city water, sewer, paved streets, sidewalks, and street lights. Today, the community works hard to maintain its' unique sense of place, preserving and enhancing existing neighborhoods, while promoting new places of character that are both "time honored" and meaningful. In fact, nearly a century after the last "boom" the City's downtown and waterfront are once again in the midst of an urban renaissance, with a new river walk, town square, and City Hall in the plans.

SUMMARY:

The ideal candidate will be a key contributor to future visioning, regulations, and implementation, specifically at the scale of the individual building or structure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as principal enforcing officer of the building code as mandated under Florida Statutes. Enforces regulations and laws of the State and Federal Government relative to coast lines, seawalls, flood plains and natural resources.

Responsible for building plan review, permitting and inspection activities associated with administration of the adopted Building and Housing Code. Ensure compliance with and provide interpretations and exceptions for building code issues per City ordinances, policies, procedures

and accepted practices; and issue permits, certificates of occupancy, etc. as authorized by codes and regulations. Supervises contractor registration and business occupational licensing activities.

Maintain current knowledge, legal standards, trends, developments and best practices in delivery of building and permitting services, effective operations, and means for implementing policies, procedures, processes, forms, etc. Respond to changing conditions or the need to increase efficiency, predictability and customer satisfaction.

Serve as technical expert and adviser regarding building codes and permitting activities and processes. Represents the City in court proceedings on Building Code violations and with other governmental agencies in cooperative efforts in standards and code compliance proceedings, including the City's Code Enforcement hearing process.

Assist in the preparation and implementation of the division budget and makes procedural and operational recommendations to City management through work plans.

Performs field inspections.

Establishes and retains files on property descriptions, building permits, notices, certificates of occupancy, inspections, test results, court documents, building code regulations and other applicable laws and regulations.

Maintains a positive and cooperative working relationship with homeowners, property owners, business owners, contractors, architects, engineers and other while enforcing various codes and regulations with areas of responsibility. Represent the City to community groups, committees, boards and outside agencies as assigned by the Supervisor.

Develop and recommend ordinance, policy, procedure or process changes for the effective management of assigned functions.

Maintain records and prepare and present clear and concise plans, reports and recommendations.

Respond to inquiries, complaints and requests for information.

Attends professional schools, seminars, and/or conferences as needed to stay up-to-date on laws, codes, development issues, and other information pertinent to building safety, design, and code enforcement.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Permitting Clerk. Carries out mid-level supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the minimum knowledge, skill behavior and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree (B.S.) from a four-year accredited college or university in Building Construction or related field. At least ten (10) years' experience in municipal inspections or construction management, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATION:

Certification as a Building Official and Plans Examiner by the State of Florida. (Must maintain the required certification and license per F.S. Chapter 468; failure to do so will result in termination). Valid Florida Operator's Driver's License.

OTHER SKILLS and ABILITIES:

Knowledge of building construction methods and materials. Knowledge of the building, electrical, plumbing, and mechanical codes in force. Knowledge of the general practices and materials of the building trades.

Ability to review construction plans and blueprints for compliance with applicable codes. Must be proficient with computers and software applications appropriate to this position.

Knowledge of the fundamentals of engineering concepts. Ability to read and understand engineering reports. Ability to work effectively on several projects concurrently.

WORKING CONDITIONS:

The physical conditions that apply to the Worker in this job are described as follows:

- None: The worker is **not substantially exposed to adverse environment conditions**: job likely of typical office work or administrative work.
- The worker is subject to **inside environmental conditions**: protection from weather conditions but not necessarily from temperamental changes (i.e. warehouses, covered loading docks, garages, etc.).
- The worker is subject to **outside environmental conditions**: no effective protection from the weather.
- The worker is subject to **extreme cold**: temperatures below 32 degrees for periods of more than one hour.
- The worker is subject to **extreme heat**: temperatures above 100 degrees for periods of more than one hour.
- The worker is subject to **noise**: there is enough noise to cause the workers to shout to be heard above the surrounding noise level.

- The worker is subject to **vibration**: exposure to oscillating movements of the extremities or whole body.
- The worker is subject to **hazards**: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
- The worker is subject to **atmospheric conditions**: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases or poor ventilation.
- The worker is subject to **oils**: there is air and/or skin exposure to oils and other cutting fluids.
- The worker is required to wear a **respirator**.

PHYSICAL ACTIVITIES:

The physical activities that apply to the Worker in this job are described as follows:

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|---|--|--|--|---|---|
| <input checked="" type="checkbox"/> Climbing | <input type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Crouching | <input type="checkbox"/> Crawling |
| <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Pushing | <input type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Lifting |
| <input checked="" type="checkbox"/> Fingering | <input checked="" type="checkbox"/> Grasping | <input type="checkbox"/> Feeling | <input checked="" type="checkbox"/> Talking | <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Repetitive Motion | | | | | |
| <input type="checkbox"/> Other (list): | | | | | |

MATERIALS AND EQUIPMENT:

Machines, tools, equipment, electronic devices, software, etc. used by position:

- Camera/photographic equipment
- Cell Phone
- Commercial vehicle
- Data processing equipment
- Handcart
- Hand tools
- Headset
- Office equipment (desk, chair, phone, etc.)
- Office machines (copier, facsimile, calculator, cash register, etc.)
- Office supplies (pens, staplers, pencils, etc.)
- Packaging materials (boxes, shrink wrap, etc.)
- PC equipment (monitor, keyboard, printer, etc.)
- PC software
- Public safety equipment (firearms, radar, radio, mobile video systems, etc.)
- Other (list): Dictaphone, scanner

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and

qualifications required of employees assigned to this job.

For Office Use Only:

Revision Date: _____

Department Head Approval Date: _____

Human Resource Filing Date: _____