

BUILDING OFFICIAL

**CITY OF ANNA MARIA
DEPARTMENT: BUILDING
JOB CLASSIFICATION NO: 9410**

JOB SUMMARY:

This is a high-level position in a fast-paced and high-volume Building Department. This position is responsible for directing and coordinating, permitting, plan review, inspection, and contractor functions. It will also include planning, overseeing, and directing the operations of the Building Department.

ESSENTIAL FUNCTIONS:

1. Directs operations of the Building Department personnel under the general supervision of the Mayor.
2. Manages budget and controls expenses effectively.
3. Ensures compliance with local, state, and federal requirements by researching existing and new legislation. Advises management of actions and potential risks.
4. Represents the City on court proceedings on Building code violations and with other governmental agencies in cooperative efforts in standards and code compliance.
5. Coordinates, attends, and participates in administrative and procedural meetings as required. Represents department at public hearings as needed.
6. Responsible for building plan review, permitting, and inspection activities associated with administration of the adopted building codes.
7. Performs field inspections when necessary.
8. 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.
9. Partner with City Clerk's Office to ensure proper retention of records including building permits.
10. Ensures that forms, applications, and informational materials are up-to-date.
11. Other duties as assigned by the Mayor.

QUALIFICATIONS:

1. Minimum high school or equivalent graduate.
2. Completion of technical schools or training is desirable.
3. At least two (2) years of managerial experience.
4. Holds a license by the Florida State Department of Business and Professional regulation, as a Building Code Administrator.
5. Licensed as Plans Examiner and Construction Inspector.
6. Knowledge of Code Enforcement (Not required but a plus).

7. At least five (5) of experience in the building industry or construction with experience in building code interpretation and administration.
8. Must be knowledgeable and conversant about municipal ordinances, county, state and federal regulations and requirements that relate to the position.
9. Must be knowledgeable about FEMA's National Flood Insurance Program and the Community Rating System process.
10. Knowledge of Florida Sunshine and Public Records Law.
11. Knowledge of OSHA Requirements.
12. Stormwater Certification preferred but not required.
13. Must possess a Valid Florida drivers or chauffeur's license.

SALARY:

1. Salary commensurate.

REVISED: 05/2018