



**BUILDING OFFICIAL**  
**FLSA: Exempt**  
Grade 37 \$82,975.80 - \$132,827.70

**GENERAL DEFINITION**

Position performs management, administrative and technical work in achieving compliance with the Florida Building Code, County code and regulatory standards, and other state and federal promulgated or mandated regulations. Responsibilities include interpretation and enforcement of the applicable codes; planning, assigning, supervising and reviewing the work of all Construction Service Staff. Position provides technical interpretation, advisement, and guidance to building inspection and plans review staff in the more complex aspects of the work. Manages the Building & Permitting\_Division of the Engineering Community Development Department, and provides direct advisement and assistance to the department director in all matters pertaining to the division under charge.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Administers Florida Building Code, Life Safety Code, Federal Flood Regulations and other mandated regulations, codes and ordinances to provide for safety and welfare of the City.
- Assigns, directs, and organizes City employed and contracted inspectors to provide timely inspections, plan reviews and quality customer service.
- Advises and assists design professionals, contractors, homeowners and the general public in Code questions, procedures and permitting functions.
- Investigates and assists Code Enforcement Division in complaints related to Building Code issues.
- Evaluates buildings that are not maintained and become unsafe, and bringing cases before the Unsafe Structures Board for orders of demolition or repairs as necessary.

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- Reviews permit applications and plans for compliance with all applicable codes prior to issuance to ensure conformance with provisions regarding Certificates of Occupancy.
- Participate in various development review and pre-development meetings to provide information and guidance applicable to the building codes enforcement functions.
- Periodically performs field inspections to monitor development, verify effectiveness of field staff, and to resolve conflicts applicable to building codes administration.
- Maintains qualifications through required training, education and testing in accordance with regulatory standards governing the work; ensures same for staff under charge.
- Prepares reports on performance of Building & Permitting Division.
- Requires regular attendance to scheduled work shifts.

**KNOWLEDGE, SKILLS & ABILITIES**

- Comprehensive knowledge of the materials, methods and development process associated with construction design and administration.
- Substantial knowledge of the development functions of municipal and county government, including the Broward County Department of Planning and Environmental Protection, South Florida Water Management District and other departments in the City.
- Ability to research and interpret building codes, municipal ordinances, and related laws; read plans and specifications and to apply the various codes and ordinances to building permit applications and plans.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to review, understand and render opinions on significant amounts of written material, including ordinances, codes and other legislation, special requests and applications, or other information as may be determined by City Administration.
- Ability to enforce codes and ordinances firmly, tactfully and impartially.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.

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- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

Familiarity with permitting software and ability to query database to generate reports, edit letter templates, and update calculations.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

High school diploma or GED. Certified as required by the State of Florida, Building Code Administrators and Inspectors Board as a Building Code Administrator and certification in one or more of the areas listed under Section 104.1.3 of the Broward County Board of Rules and Appeals. Requires a valid Florida Driver's license.

**PREFERRED**

Bachelor's degree from an accredited college or university in civil, structural or construction engineering, construction management or architecture. Florida license as General Contractor.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date