



Town of Howey-in-the-Hills Job Description

Title: **Building Official**
Department: **Public Works**
Type: **Full-Time / Exempt**
Reports to: **Public Works Director**
Compensation: **\$60,000 - \$80,000 annually**

General Description:

Responsible for administrative and technical work directing Building and Inspection activities. Work is performed under the general direction of the Public Works Director.

Primary Responsibilities:

- Oversees the building and inspection activities for the Town of Howey-in-the-Hills.
- Responsible for building plans examination and the enforcement of the Florida Building Code governing the construction of the new or existing buildings and/or structures.
- Inspects buildings and other structures for compliance with approved plans and appropriate State and Town codes.
- Manages inspection workload to ensure timely completion of inspections.
- Receives and investigates inquiries and complaints regarding building construction. Performs site and code inspections and prepares various reports.
- Provides technical assistance to contractors, developers, architects, engineers, and the general public to interpret Building Codes, Town Codes and applicable State and Federal regulations.
- Represents the Town in hearing before the Code Enforcement Board or Special Magistrate as needed.
- Provides budgeting assistance to the Finance Director.
- Performs additional duties as assigned.

Minimum Qualifications:

Knowledge, Skills, and Abilities

- Knowledge of building codes, laws, and ordinances.
- Knowledge of current methods and practices of all construction.
- Knowledge of State statutes for building design and structural requirements.
- Ability to organize and present technical reports.
- Ability to interpret codes.
- Ability to review, inspect and enforce codes.
- Ability to provide in-house training to technical staff.
- Ability to read and interpret construction drawings.
- Skill in oral and written communications.



- Skill in tactfully resolving problems with staff and in field.
- Skill in code interpretations.
- Skill in establishing and maintaining effective work relationships.
- Computer knowledge
- Knowledge of Black Mountain Software permit system desirable.

Education and Experience

- High school graduation or possession of an acceptable equivalency diploma.
- Licensed as a Building Code Administrator with experience in performing building inspections, plans review, supervising the work of building inspectors and permitting.

Licenses, Certifications, or Registrations

- State Certification as a Building Code Administrator
- DBPR licensure
- Valid Florida Driver's License

Essential Physical Skills:

- Must be able to sit for extended periods of time and enter data on a personal computer or terminal. Work requires reaching, standing, fingering, grasping, and repetitive motions.
- Occasional bending, stooping, and lifting up to 25 pounds. Will be required to file, and/or retrieve files, and transport material, and/or equipment, to off-site storage facility
- Must be able to operate a variety of equipment including a computer, telephone, copier, etc.
- Tasks require visual perception and discrimination. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Ability to communicate verbally in person and on the telephone

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.

Environmental Conditions:

- Works inside and out-of-doors
- Height up to 40 feet

Key Competencies:

Integrity, initiative, judgment, attention to detail, interpersonal skills, communication (oral and written). Work is performed under general supervision of the Director of Public Works. Performance is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.



This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment. The Town of Howey-in-the-Hills Town Council reserves the right to update and/or change this job description at will.

The Town of Howey-in-the-Hills is a Drug-Free Workplace, Smoke-Free Workplace, and EOE.

The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Employee Signature and Date:

I, _____, acknowledge and have reviewed of this job description.
(Employee's Name – PRINT Name)

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____