

Calhoun County Board of County Commissioners
Building Department
Building Official Job Description

Job Status: Full-Time

Retirement Class: Regular

Rate of Pay: \$42,831.24 - \$50,000.00

Salary is commensurate with certifications/licensure, experience, and qualifications.

General Statement of Job:

Building Official position is responsible for carrying out the duties of a Building Code Inspector and plans examiner as specified in the current state requirement for the Florida Building Code and applicable local amendments and Florida Statutes 440.,468.,489.,553., and 663. as they pertain to the Building Official.

Essential Functions:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Performs a variety of tasks associated with advanced technical building inspection and preliminary plans examining work: to enforce building codes, regulations for both residential and commercial construction and county ordinances. Analyzes commercial, multi-family, and residential building plans and specifications for compliance with Florida Building Codes prior to the issuance of building permits.
- Recommends modifications and adjustments as necessary.
- Confers with architects, contractors and the general public regarding plan comments and inspection results and other related functions in a customer service and solution-oriented manner.
- Discusses technical requirements of plans with engineers, contractors, builders or owners and approves, suggests modifications and calls for corrections to plans as necessary and returns plans for corrections and resubmission.
- Monitors and ensures compliance with local, state and federal laws.
- Examines blueprints, complex construction drawings and specifications of proposed buildings prior to the issuance of a building permit.
- Computes square footage of buildings, estimated cost, and calculates building permit and impact fees.

Additional Duties/Responsibilities:

- Maintain good moral character and integrity of the position.
- Receives and resolves public concerns and complaints.
- Follows safe working practices and has a working knowledge of safety practices and procedures in accordance with the County's Safety and Health Program.
- Serves an essential role in the County's disaster preparation and/or disaster recovery efforts, as may be designated by the County's Emergency Management Director and Board of County Commissioners.
- Performs related tasks or other duties as required or assigned.
- NOTE: an employee's job performance and yearly evaluations will be part of the determination of advancement in positions.

Minimum Qualifications:

- Must be able to pass a pre-employment drug screen and background check.
- High School Diploma or GED.

Calhoun County Board of County Commissioners
Building Department
Building Official Job Description

- Must maintain a Florida driver's license with an acceptable driving record.
- Must have or be able to complete ICS 100, 200 and 700 courses within six (6) months of hire.
- Minimum requirements for Building Inspector are at least one of the following:
 - ◆ Inspector I: A minimum of a One and Two Family Inspector certification and Building plans examiner certification pursuant to Florida Statute Chapter 468, Part XII; or have five (5) years verifiable construction work by an engineer, building code administrator, architect or contractor who has personal knowledge of the experience.
 - ◆ Inspector II: A minimum of an Inspector I certification level, and One and Two Family plans examiner certification and one more state certification in plumbing, electrical, mechanical and/or plans examiner.
 - ◆ Inspector III: A minimum of an Inspector II certification level and two more state certifications in plumbing, electrical, mechanical and/ or plans examiner.
 - ◆ Qualified applicants may be eligible for Inspector class II thru III depending on certifications/licensure held with the State of Florida, above the minimum license requirements
 - ◆ NOTE: Each position is based on the ability to have or retain the required certifications.

Knowledge, Skills, & Abilities:

- Considerable knowledge of the Florida Building Code.
- Considerable experience with performing complex plans review and filed inspections.
- Knowledge of modern practices in building, mechanical, electrical, roofing, and plumbing construction and inspection techniques.
- Knowledge of permitting and licensing procedures and processes.
- The Building Official shall post each type of building permit application on its website. Completed applications must be able to be submitted electronically to the appropriate building department. Accepted methods of electronic submission include, but are not limited to, e-mail submission of applications in portable document format or submission of applications through an electronic fill-in form available on the building department's website or through a third-party submission management software. Payments, attachments, or drawings required as part of the permit application may be submitted in person in a non-electronic format, at the discretion of the building official per FS 553.79 (1) (b)
- Knowledge of and ability to make structural and physical calculations.
- Possess ability to handle high volume of work and maintain daily schedules.
- Ability to read and interpret, construction plans, specifications, and other drawings and maintain an effective working relationship with contractors and the general public.
- Ability to organize, communicate, and present ideas clearly and concisely, both verbally and in writing.
- Ability to answer questions and/or complaints regarding construction requirements.
- Ability to meet and deal effectively with the public and establish and maintain professional relationships with the general public, fellow employees, and outside professional associates.
- Ability to fairly and impartially interpret and enforce the appropriate City and State codes.
- Ability to foster a team environment by supporting cohesive work relationships and providing effective problem resolution.
- Ability to work independently in carrying out assignments to completion.

Calhoun County Board of County Commissioners
Building Department
Building Official Job Description

- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Ability to organize, communicate, and present ideas clearly and concisely, both verbally and in writing.
- Must be able to read, write and communicate in English.
- Ability to maintain a variety of construction related records.
- Ability to utilize and understand Excel reports, Adobe Pro, mobile applications and digital plans review programing, appropriate to assigned duties.
- Ability to physically perform inspections.

Technical Requirements:

Ability to use standard office equipment, including multi-line telephones, personal computers, word processing and data base applications.

Working Conditions:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

- Requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.
- 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.
- Regularly requires sitting for prolonged periods of time.
- Occasionally requires performance of tasks outdoors under varying climatic conditions.
- Occasionally requires climbing ladders and scaffolding, crawling under buildings, and/or walking on rough terrain associated with construction sites.
- Occasionally results in exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, electrical shock, and heights.
- Must be able to perform tasks that involve, standing, kneeling, bending, stooping, lifting objects weighing up to 15-45 pounds frequently, and/or driving.
- Requires sufficient visual acuity to read plans, blueprints, etc., and ability to hear above considerable noise levels (at building sites).
- This position is subject to inside and outside environmental conditions, various weather conditions on uneven surfaces, in poor lighting and in dusty and/or noisy conditions.
- May work at heights and in confined spaces and operate motor vehicles
- May require attendance at meetings outside regular business hours, including nights, weekends, and holidays.