

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Assistant Building Official**

DEPARTMENT: **Development Services**

DIVISION: **Building Services**

GENERAL DESCRIPTION:

Highly responsible administrative and supervisory position responsible for the administration and management of the Building Services Division. Supervise the enforcement of building and Fire codes, regulations, and policies as required to ensure public health, safety, and welfare. Provides effective inspections; develops policies, methods, and procedures. Assists the Building Official with the oversight and supervision of subordinate personnel in the Building Services Division. This position reports to the Building Official.

ESSENTIAL JOB FUNCTIONS:

1. Assist the Building Official in the daily oversight and supervision of plans examination, fire inspections, and permitting activities. Direct work assignments for fire plans examination and inspection contractors.
2. Assist the Building Official in the supervision and management of private contractors for fire plan examination and inspection services.
3. Assist the Building Official in maintaining codebooks and literature on approved building and fire materials/processes, staff development, certification, and other technical files.
4. Assists with the supervision, enforcement, and interpretation of codes established by the County pertaining to the Building Services Division. Attends seminars, meetings, and other business functions related to any changes or updates of laws, regulations, codes, procedures, enforcement, etc., in order to promote quality and compliance.
5. Assist with the oversight, supervision, and coordination with the activities and personnel of the division that involve planning goals and other objectives. Assist in developing policies, methods, and procedures and to establish training programs for staff. Maintains standards and helps coordinate inspection activities by allocating personnel effectively.
6. Responsible for the examination and approval or rejection of plans, specifications, and applications for building permits, contractor qualifications, inspections of buildings or structures as to approved plans, and conformity with conditions of the building permit, i.e., electrical, plumbing, mechanical, or gas permits. Investigates and resolves complaints concerning the general public's health, safety and welfare, and other matters pertaining to the division. Consults with the general public, departmental officials, contractors, building owners, and associates.
7. Receives and reviews requests on alternative materials/methods for construction. Develops and submits changes pertaining to ordinances that affect Building Construction.
8. Investigates construction failures and remedies; reviews violation of building and fire codes, as referred by inspectors. Helps in the mediations of controversies between the general public/contractors and inspectors.
9. Assists with the preparation of the Building Services Annual Budget. Assists with the oversight of revenue reports, expenditures, monthly reports, etc.
10. Assists with the supervision and coordination of fire plan reviews and fire inspections.

11. In case of an emergency or crisis situation (hurricane, flood, etc.), the position must respond/perform emergency and recovery duties assigned by the immediate supervisor.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) Year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Face tattoos (from ear to ear and hairline of the forehead to the bottom of the chin) are prohibited.
14. Maintains regular physical attendance during normal work hours as assigned at one of the County's offices or work facilities with the ability to work evenings, nights, weekends, and holidays as required.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building and fire codes, laws, and ordinances.
- Knowledge of current methods and practices of all types of construction.
- Knowledge of State Statutes for building design and structural requirements.
- Skill in oral and written communications.
- Skill in tactfully resolving problems with staff and in the field.
- Skill in establishing and maintaining effective work relationships with contractors and the public.
- Ability to organize and present technical reports.
- Ability to interpret codes and ordinances.
- Ability to supervise inspectors and clerical staff.
- Ability to review, inspect and enforce codes.
- Ability to provide in-house training to technical staff.
- Ability to read and interpret construction drawings and blueprints.
- Ability to operate a personal computer and similar equipment.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited College or University with an Associate's degree in Engineering, Architecture, Construction, or related field.
- Five (5) Years experience or equivalent as an architect, engineer, contractor, or construction superintendent.
- Two (2) Years of supervisory experience.
- Two (2) Years experience as a fire/building plans examiner or building inspector in a governmental agency (preferred).

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to the insurance provider.
- Possession of State of Florida, Department of Business and Professional Regulations, Standard Certification as a Building Code Administrator.
- Possession of State of Florida, Department of Business and Professional Regulations, Standard Inspector Certifications in **all the** following fields: Building, Plumbing, Mechanical, Electrical, Residential Electrical: and Standard Plans Examiner Certifications in all the following fields: Building, Plumbing, Electrical, Residential Electrical, and Mechanical. (preferred)
- Certified Floodplain Manager within one (1) Year of employment.
- Must possess or obtain the required National Incident Management System (NIMS) certifications within six (6) Months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate both orally and in writing.
- Ability to enter data into a computer.
- Ability to sit at a desk and view a display screen for extended periods.
- Moderate lifting and carrying (up to 45 pounds).
- Crawling.
- Kneeling.
- Bending.
- Balancing.
- Stooping.
- Climbing of ladders.
- Must be able to operate a motor vehicle.

VACCINATIONS:

- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works inside and out-of-doors.
- Heights up to 50 feet.
- Stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 03/23/2022