The City Beautiful

City of Coral Gables
Job Description

Job Title: Deputy Building Official
Department: Building & Zoning
Classification: 1016
Pay grade: 31E
FLSA: Exempt

Prepared Date: 10/2016
Approved By: CM/HR

Summary

Performs a variety of routine and complex technical, supervisory and administrative work in plans review and analysis, inspection, and enforcement to determine compliance with all applicable ordinances as well as accepted standards relating to building and zoning. Provides technical assistance to field inspectors in all matters relating to building and zoning. Exercises considerable initiative and independent judgment under the general direction of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Serves in the capacity of Building Official in the absence of the Building Official.

Interprets and enforces all provisions of the Florida Building Code.

Directs activities of the Chief Building Inspector and Building Inspectors.

Reviews plans and applications for permits to ensure compliance with codes, laws and ordinances. Advises applicants of required changes. Gives final approval signature on plans.

Inspects dwellings when required to prevent violations.

Issues stop work orders for unsafe work or for work that violates codes. Serves orders to discontinue the use or occupancy of buildings in violation of codes.

Makes reports and recommendations on occupancy use and adequacy of accommodations.

Authorizes compliance from owners after investigation of complaints.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Extensive knowledge of the national, state and local building and zoning codes including application sections of the Florida Building Code, Miami Dade County Code, National Fire Protection Association codes, safety standards and related ordinances and regulations. Ability to read and interpret plans, specifications and blueprints. Ability to perform on site inspections.

Ability to detect violations and unsafe building work. Ability to direct the work of subordinates. Knowledge of OSHA standards, rules and regulations. Knowledge of building construction materials and methods of the stages of construction when possible violations and defects may most easily be observed and corrected. Ability to make decisions recognizing establishes precedents and practices, and to use resourcefulness and tact in meeting new problems. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates and other employees.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is performed both indoors and outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 20 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Certified by the State of Florida and the Miami-Dade County Board of Rules and Appeals and be qualified as one of the following:

(1) A Registered Professional Engineer licensed in the State of Florida with not less than five years experience under that registration **or**
(2) A Registered Architect licensed in the State of Florida with not less than five years experience under that registration **or**
(3) A licensed General Contractor holding a current Certificate of Competency issued by the Florida Construction Industry Licensing Board with not less than five years experience under that license **or**
(4) A licensed General Contractor holding a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board.

Must obtain Building Official license from the State and County within 90 days of employment.

Valid Florida Driver's License