



CITY OF AVON PARK

JOB DESCRIPTION

JOB TITLE:

BUILDING OFFICIAL – part time

EXEMPT:	Yes	DIVISION:	City Manager
SALARY:	\$25.00-29.00/hour (DOE)	DEPARTMENT:	Code Enforcement
SHIFT:	Days	COST CENTER:	01 353 529 12
LOCATION:	Code Enforcement	POSITION:	Building Official - part time
REPORTS TO:	City Manager		
PREPARED BY:	Human Resources	DATE:	11-1-2020
APPROVED BY:	City Manager	DATE:	11-1-2020

NATURE OF WORK:

Responsible for inspecting construction work to verify that the work is following the Florida Building Codes which regulate building construction and related activities. Building Official inspection duties and plan review are performed in the categories of building, electrical, plumbing, and mechanical.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects buildings, plumbing, electrical, heating, air conditioning, gas and mechanical installations in the process of construction, expansion, alteration or removal and assures that such work is done in conformance with applicable codes, approved plans and permits
- Identifies violations and enforces correction of code violations
- Maintains records and makes reports. Upon completion of construction, makes final inspection to verify full compliance with codes, approved plans and ordinances
- Advises and confers with building contractors, engineers, architects and others regarding building construction and applicable codes
- Enforce a variety of codes, including Standard Building Code, Standard Mechanical Code, Standard Plumbing Code, Standard Electrical Code, Standard Housing Code, Standard Abatement of Dangerous Buildings Code, National Electrical Code and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations
- Enforces the The Land Development Code (LDC) regarding all of the rules and regulations governing the use and development of the land in the City of Avon Park
- Research problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues
- Employee will be required to perform other job related duties as required

QUALIFICATIONS AND REQUIREMENTS:

- Current State of Florida Certified Building Code Administrator (Building Official) License issued from the Department of Business Professional Regulation under Florida Statute 468
- Valid Florida Driver's License

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Department of Business and Professional Regulation licensure in one or more of the following: building, mechanical, electrical, plumbing
- Plans examiner license is highly desirable

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of structural, electrical, plumbing, gas, and mechanical construction methods, procedures and materials
- Knowledge of the building codes and ordinances relating to construction and inspections
- Ability to read construction codes, plans and specifications
- Ability to prepare and maintain accurate records and to make necessary reports
- Ability to establish and maintain effective working relationships with peers, contractors and others in the construction trade
- Thorough knowledge of the Florida Building Codes and other municipal, state, and federal regulatory codes related to construction, alteration, and repair of residential, and commercial structures.

EDUCATION:

- High School diploma or GED

PHYSICAL DEMANDS:

- Position may require walking over uneven terrain, climbing, bending, crawling, pulling, pushing, stooping, and occasionally lifting heavy objects

Employment Applications for the City of Avon Park must be filled out in entirety.
Applications can be found at www.avonpark.cc

The City of Avon Park is an Equal Opportunity Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

Preference will be given to preference-eligible veterans in accordance with applicable law.