

	THE CITY OF KEY WEST Job Description	Unclassified Position	
		DATE OF REVISION	05/2013
POSITION	CHIEF BUILDING OFFICIAL	MIN. ANNUAL SALARY	\$85,000.00
DEPARTMENT	BUILDING (24-01-524)		
JOB CODE	42930	GRADE	UDP

PHYSICAL LOCATION:

- Office at City Hall and various locations throughout the City of Key West.

REPORTING RESPONSIBILITIES:

- Assistant City Manager

GENERAL FUNCTIONS:

- This position is responsible for enforcing compliance with Federal, State and City building, electric, plumbing, mechanical, fire and zoning statutes, codes and ordinances. Responsible for planning, developing, supervising, reviewing and evaluating the City's programs and functions involving the review of building plans, the inspection of building construction and the compliance of building, construction, fire and zoning codes. Performs at Director's level and assumes all general duties of Department Director.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week and additional hours as necessary
- Able to use equipment and/or materials as specified in this job description
- Computer literate
- Able to see and hear well enough to perform the duties of this job description

EQUIPMENT TO BE USED:

- Personal Computer with varied software packages; in house computer systems and software.
- Normal office equipment, copiers, fax machines, multi-function phones, etc.

ENVIRONMENT:

- Divided between air conditioned offices and varied weather conditions outside.

PHYSICAL REQUIREMENTS:

- 30% Sitting
- 20% Standing
- 5% Climbing
- 3% Bending
- 2% Reaching
- 30% Walking
- 10% Lifting

DUTIES/TASKS/JOBS:

- Plan, manage, supervise, evaluate the City’s building inspection programs, activities and staff, including responsibility for review of building construction plans, administration of the Florida Building Code, Fire Code, National Electrical Code, Plumbing Code, Mechanical Code, Gas Code, Life Safety Code, and all other applicable codes and related requirements.
- Review and approve application and plans for all elements of building construction. Review plans, specifications and blueprints of proposed building construction, repairs and alterations for compliance with applicable building code and ordinances.
- Calculate and collect impact fees, connection fees, and other related surcharges.
- Review and approve plans for construction in Floodplain, including FEMA inspections to ensure compliance with National Flood Insurance Program requirements.
- Responsible for interacting and coordinator with HARC, Planning, Fire Marshal, and Engineering Departments.
- Issue and maintain permit records and other related documents.
- Issue Certificates of Occupancy and completion.
- Investigate and respond to complaints regarding building construction, fire safety, actions of contractors and related issues. Responds to complaints and investigates reported building code and ordinance violations; enforces code and initiates corrective action if necessary.
- Issue stop-work-orders, condemnation notices, and violations of code and ordinances.
- Represent the department as required to City Commission, trade associations, community based groups, and various public forums.
- Present testimony to Special Master, Contractor Board, or in court as required.
- Plan, direct, and conduct special studies, evaluations, and projects as necessary or assigned, and supervise the preparation and presentation of reports, findings, and recommendations.
- Review plans for construction or modification to facilities operated by the City or property located within the City owned by third parties to ensure compliance with all applicable codes.
- Supervise licensing division; responsibilities include all tax and regulatory licensing.
- Establish department priorities and allocate resources; prepare and execute the department’s budget.
- Conducts field inspections of work in progress for structural safety and conformity to approved plans.
- Keeps records and makes reports, attends city commission meetings, and meetings of various boards, i.e.: HARC BOA, CEB, Special Master Hearings.
- Makes final inspections of finished work and issues certificate of occupancy.
- Serves as a technical consultant to contractors and the general public in matters concerning zoning, building, construction, repairs and alterations; explains and interprets building code and ordinances; administers and enforces zoning regulations.
- Provide oversight and enforce regulations.
- Coordinates life safety issues and inspections with Fire Marshal’s office.
- Manages, directs and evaluates assigned staff working in building, permitting, licensing, zoning and code compliance.
- Develop short term and long range plans to meet the City’s future building, zoning, and construction related code compliance goals.
- Perform other duties as assigned.

➤ **REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Associate or Bachelor’s degree in Building Construction, Business Management, Architecture, Engineering, or equivalent.
- Minimum of 10 years progressively responsible experience as an architect, engineer, inspector, contractor, or any combination. Licensed as a Building Code Administrator in the State of Florida and hold certification as a Certified Building Official (BOCA, SBCCI, or ICC). Incumbent must obtain certification as a Registered Certifying Agent with the Florida Green Building Council (USGBC) within 365 days of hire.
- Thorough knowledge of principles, practices, procedures, methods and legal issues relating to building, zoning, and related code compliance management administration, and operations. Knowledge of structural engineering practices as applied to the construction and inspection of residential and commercial structures.

- Knowledge of applicable federal, state, and local laws, City ordinances, and other applicable regulations, standards, and requirements relating to building, zoning, and related code compliance management administration.
- Knowledge of the management, technical, operational, administrative, political, environmental, and other issues pertaining to the City's Building, Zoning, and related code compliance operating programs and related activities.
- Knowledge of potential safety hazards and applicable safety precautions, particularly with hurricane storm damage, associated with building, zoning, and related code compliance.
- Ability to present facts and recommendations to groups such as City Commission, Special Master, Contractor Board, and DPBR. Ability to present department information to groups such as Ambassadors, Board of Realtors, and contractor forums. Ability to effectively communicate in writing and verbally.
- Ability to develop long-term plans and to evaluate work accomplishments, and ability to establish harmonious relationships with other employees, supervisors, subordinates, trade peers, and the general public. Substantial diplomatic skill is required to deal effectively with public and professional inquiries.
- Ability to forecast, formulate, justify, and execute a budget.
- Ability to prepare effective written and oral reports.
- Ability to plan, coordinate, and supervise the work of others.
- Ability to drive a vehicle. Possess valid driver's license from the State of Florida.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION, VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Avenue - Key West FL 33040
Office Telephone: (305) 809-3714**