

BUILDING OFFICIAL/ BUILDING (STRUCTURAL) INSPECTOR

CLASS TITLE: MANAGEMENT

OPENING DATE: Immediate

CLOSING DATE: Open Until Filled

TOWN BACKGROUND:

The Town of Pembroke Park is a municipality located in Broward County, Florida. The Town has an estimated population of 6,100 residents with a large influx of seasonal residents in the winter. The Town has a total area of 1.6 square miles.

The Town is *Equal Opportunity Employer and a Drug-Free Workplace*. It is the Town's policy to promote equal employment opportunities for all employees and applicants, regardless of race, color, religion, sex, sexual orientation, national origin, age or disability

TYPE OF WORK:

The Building Official/ Structural Inspector directs the regulation, inspection and permitting of building construction and electrical, mechanical and plumbing installations, and enforcement of related Federal, State, and Town Laws and Ordinances. Appointed by the Town Commission.

DUTIES AND RESPONSIBILITIES:

Member of the Development Review Committee for site plans and plats.

Hires and supervises Chief Electrical Inspector, Chief Mechanical Inspector, and Chief Plumbing Inspector.

Submits Building Department Budget.

Resolution of building violations.

Reviews and revises building fees and annual sign inspection fee.

Conducts reviews of structural building plans and is responsible for structural building field inspections.

Attends the Building Officials Association monthly meetings.

Attends the Building Officials and Inspectors Association monthly meetings.

Attends the Broward County Board of Rules and Appeals monthly meetings.

Attends building code conferences and seminars.

Participates with the Emergency Management Team.

Meets with mobile home park owners/managers regarding code changes.

Educates contractors regarding building code changes, revisions and appeal opinions.

Monitors special inspection program (backflow recertification).

Attends staff meetings.

Responsible for special Town projects, as may be assigned by the Commission.

QUALIFICATIONS:

Bachelor's degree in civil, structural or construction engineering or architecture, supplemented by 5 years of progressively responsible experience in duties related to building construction, inspection and/or design, or in the administration and enforcement of regulatory controls.

Must possess or be able to obtain certification as a Building Official by the Broward County Board of Rules and Appeals and certification by the State of Florida Administrators and Inspectors Board as a Building Code Administrator.

Must possess or be able to obtain a valid Florida Driver's License and have an acceptable driving record.

NOTE: Required certifications/licenses must be kept current to continue employment in this class.

REQUIRE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Florida Building Code.

Knowledge of Board of Rules and Appeals policies and procedures

Ability to provide direction and training to subordinate staff members

Ability to conduct thorough inspections and to prepare and maintain detailed records for use in legal or administrative proceedings.

Ability to confer with the general public to explain, interpret and enforce regulations in a tactful, firm and impartial manner.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with subordinated staff, public and Town officials.

SUPERVISION RECEIVED:

Takes direction from the Town Manager.

SUPERVISION EXERCISED:

Directs the Administrative Assistant to the Building Department, as well as the Mechanical, Plumbing, and Electrical Inspectors.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such function are a logical assignment to the position.

Please submit resume and application to the Town of Pembroke Park Town Clerk's Office at resume@townofpembrokepark.com.