



TOWN OF OCEAN RIDGE
6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
www.oceanridgeflorida.com
(561) 732-2635 ♦ FAX (561) 737-8359

JOB TITLE: **CERTIFIED BUILDING OFFICIAL**
(with Zoning & Code Enforcement Officer Duties)

DEPARTMENT: Building Department / Inspection Services

JOB SUMMARY:

This full-time position is responsible for interpreting Florida Building Codes, Town codes and ordinances, reviewing plans, issuing permits, performing inspections on all types of construction, and code enforcement functions.

Important focus areas include customer service, pre-permit planning meetings, assisting residents with code compliance, attending town board and commission meetings and code magistrate hearings as required, construction site management, examining town codes and making recommendations for amendment, professional consultation to the Planning and Zoning Commission (P&Z), Board of Adjustment, and any other related committee of the town, and all other official business of the Town on building code matters.

Ensures compliance with Town codes pertaining to building, zoning, land use, land development, signs and tree removal through field inspections and field observation reports, notices of violation and citations (assisted by Town Police personnel as appropriate), and follow-through to resolution of the matters, with related duties as assigned by specified deadlines and in accordance with established policies, procedures, standards, and objectives.

MAJOR DUTIES:

- Accepts routine building permit applications received by the Building Clerk, review submitted building plans and documents for compliance with Town Land Development Code, Comprehensive Plan, Florida Building Code, and all other state and federal statutes that pertain to construction.
- Issues all building permits for all types of construction and renovations, and forwards to Building Clerk for processing.
- Conducts on-site building construction and renovation inspections to ensure compliance; notifies Building Clerk of inspection results on same day.
- Performs research related to enforcement of Town Codes.
- Examines Town Code and makes written recommendations for amendments as appropriate.
- Assists persons with requests for variances and special exceptions.
- Directs in-house building department staff in conjunction with the Town Clerk, and consults with the Town Attorney, Town Engineer, Town Manager, Town Clerk, and Police Department on all critical building/code related matters.
- Attends all meetings of the Planning & Zoning Commission, Board of Adjustment, and Code Enforcement Special Magistrate; reviews applications and files to be presented to each Board and develops a report to submit to the Town Clerk for the meeting packages.
- Attends all meetings of the Town Commission and prepares a monthly building department report for review by the Town Manager and Town Commission.
- Performs customer service functions related to Building Department activities; interprets and discusses construction codes and related ordinances with contractors, property owners, Town Officials, and the general public; provides information related to building permits, inspections, procedures, and other issues; responds to questions, complaints, or requests for service by specified deadlines and in accordance with established policies, procedures, standards, and objectives.



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- Reviews elevation certificates in conjunction with the Building Clerk.
- Issues Certificates of Occupancy and Certificates of Completion as required.
- Issues Stop Work Orders as appropriate.
- Prepares Building Department related reports and surveys; performs research and compiles data for special projects, reports or surveys as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.
- Maintains files of building permits, inspections, notes and required reports.
- The Building Official is a Department Head of the Town and is an active participant in the executive team. Maintains good working relationships with the rest of the team, maintains confidentiality on management issues, researches issues, and provides solid advice in developing policy.
- Serves as the Town's Code Enforcement Officer. Monitors the town on a daily basis in conjunction with the Police Department to observe potential code violations, and receives complaints regarding town code violations. Processes field observation reports related to code violations, opens code enforcement cases as necessary, provides reasonable timelines for compliance and resolution, documents steps taken regarding resolution, demonstrates that resolution has been achieved, and notifies property owner and complainant of resolution by specified deadlines and in accordance with established policies, procedures, standards, and objectives.
- Performs other related duties as required.

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

- Knowledge of principles and practices of commercial and residential construction.
- Knowledge of federal, state and local building codes, safety requirements, and contractor licensing and insurance requirements.
- Knowledge of structural, electrical, mechanical, gas, plumbing and fire-prevention codes for building construction.
- Knowledge of the geography, boundaries and streets of the town.
- Knowledge of town ordinances including the Land Development Code and the Comprehensive Plan.
- Skill in oral and written communication.
- Skill in reviewing all construction plans, site plans and surveys.
- Ability to interact with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control.
- Must be able to work independently of direct supervision within established guidelines and capable of sustaining regular and predictable attendance.
- Possess excellent listening, speaking and communication skills.
- Ability to complete all forms and reports legibly and accurately; and read/interpret technical documents.
- Possess organizational skills and the ability to prioritize and perform multiple tasks in a fast-paced environment.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees, governmental officials and the general public.



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SUPERVISORY CONTROLS:

The Town Manager assigns work in terms of goals and objectives. Completed work is reviewed for the nature and propriety of the final results.

GUIDELINES:

Guidelines include the Land Development Code, Comprehensive Plan, Florida Building Codes, and other state and standard building codes.

COMPLEXITY:

The work consists of some administrative duties and work directly related to building inspection duties.

SCOPE AND EFFECT:

The purpose of this position is to ensure that construction meets applicable building codes. Successful performance in this position helps assure compliance with established construction standards.

PERSONAL CONTACTS:

Contacts are typically with co-workers, contractors, attorneys, engineers, business and property owners, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS:

The work is typically performed with the employee sitting, standing or stooping. The employee must occasionally lift heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

WORK ENVIRONMENT:

The work is performed in an office and at construction sites. The employee is exposed to dust, dirt, and occasional inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

- High school diploma, with higher level preferred.
- Must be certified as a Building Official as required by Florida Statutes 468.609, and must show proof of eligibility.
- Certified Floodplain Manager preferred.
- Prefer demonstration of ten (10) years' combined experience as a Certified Building Official, architect, engineer, building inspector, contractor, or construction superintendent, with at least five (5) years of such experience in supervisory positions.
- Possession of a valid driver's license issued by the State of Florida.

Adopted by the Town Commission June 1, 2020