

THE CITY OF RIVIERA BEACH

JOB CODE#:	JOB TITLE: ASSISTANT BUILDING OFFICIAL	
EEO CLASS: 1- OFFICIALS/ADMINISTRATORS	SUPERVISED BY: BUILDING OFFICIAL	
PAY GRADE: 22	DEPARTMENT: COMMUNITY DEVELOPMENT	DIVISION: ADMINISTRATION
STATUS: EXEMPT	LOCATION:	
DEPT. APPROVAL:	HR APPROVAL:	CITY MGR. APPROVAL:
Date:	Date:	Date:

Job Summary

Administrative and supervisory work assisting the Building Official of the Community Development Department in conducting the overall activities of the Building Department. **Every employee of the City of Riviera Beach is expected to perform consistently and deliver value-added services to our customers with the highest level of quality. In the process meet or exceed customer expectations.**

Supervision Received/Exercised

Work is performed under the general supervision of the Building Official. The incumbent may have supervisory responsibility for professional and administrative employees.

Essential Duties and Responsibilities

1. Supervises plans examiners and building inspectors in their activities on jobs in progress.
2. Assist in interpreting and enforcing federal, state, county and local building standards and codes.
3. Coordinate, supervise and/or perform inspections/plan review of new and existing residences, commercial and other building and structures for conformance with requirements of state and county codes, ordinances, and laws.
4. Render approval or disapproval of inspected sites regarding the issuance of building permits or stop work orders.
5. Investigate complaints with Code of unsafe conditions on private property in the city of Riviera Beach.
6. Prepare related records, inspections, and reports as requested.
7. Inspect buildings (includes mechanical, electrical, building, and plumbing).
8. Functions as a key employee before, during, and after a major storm event. Provides damage assessment reports as necessary.
9. Responsible for assessing structures as the structures relate to the City's Unsafe Building Code. Provides testimony to Unsafe Building Special Master regarding unsafe buildings.
10. Recommends hiring, discipline, and termination of subordinate employees. Evaluates subordinate employees.
11. Serves in the absence of the Building Official.

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Additional Duties and Responsibilities

Performs all other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that maybe performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

Necessary Skills, Knowledge and Abilities

- Knowledge of building construction methods and materials.
- Knowledge of the building, electrical, plumbing and land use codes in force and the Florida Building Code.
- Knowledge of the general practices and materials of the building trades.
- Ability to interpret and enforce uniform codes and local ordinances.
- Ability to perform job duties with integrity, ingenuity, and inventiveness.
- Ability to mediate conflicts and counsel customers in distress.
- Excellent judgment and public relations skills.
- Ability to provide in-house training to technical staff.
- Ability to supervise subordinate staff.
- Ability to work effectively with groups and/or individuals from other City of Riviera Beach departments or agencies, contractors, or public action groups.
- Ability to communicate effectively verbally, in writing and speak at public meetings. (Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Special Requirements

Shall be licensed as a Building Code Administrator by the State of Florida and meet all of the qualifications pursuant to Florida Chapter 468.609; and shall be licensed as a Standard Inspector and Plans Examiner by the State of Florida: and shall have a minimum of three years supervisory experience. Mandatory pre-employment physical and drug tests. Florida Driver's License required. The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Minimum Education, Certification, and Experience Requirements

High school diploma from an educational institution recognized by the Florida Department of Education, or GED and ten (10) years combined experience in the code review and inspection processes of building construction as an architect, engineer, contractor, plans examiner, inspector or trades worker, or any equivalent combination of training and experience. Certified by the State of Florida as an Building Code Administrator pursuant to Chapter 468, Florida Statutes, Part XIII, for the appropriate trade; OR the ability to obtain a provisional certification as a Building Code Administrator within the first ninety (90) days of hire and consequently obtain a standard Building Code Administrator license within one (1) year of acquiring provisional certification. A valid Florida driver's license is required.

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Selection Guidelines

Evaluation of education and experience; written exam; oral interview; other job related assessments may be required.

Tools and Equipment Used

Motor Vehicle, personal computer, printer, calculator, telephone, copy and fax machine. A variety of geospatial and mapping equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office/equipment. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit, stand, walk, talk and hear, and use repetitive motions of the wrists, hands and/or fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or more than 50 pounds, raising objects from lower to higher positions, moving objects from lower to higher positions, and moving objects horizontally from position-to-position. Specific vision abilities required for this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works inside and outside in various weather conditions. The employee occasionally works in high (up to 40 ft), precarious places and is occasionally exposed to fumes, noise, electrical energy, odors, slippery surfaces, uneven surfaces, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations.

The noise level in the work environment is usually moderate; a standard business office with equipment running and moderately noisy in the field.

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Signature/Approval

Employee

Date

Department Director

Date