

ASSISTANT BUILDING OFFICIAL**SUMMARY:**

Under general direction, provides highly responsible technical and administrative work in ensuring compliance with city electrical, plumbing, mechanical, gas and building codes, federal and state ordinances and statutes regulating public health, welfare and safety. Assists the Building Official in the day to day operations of the department; performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in any hierarchical order.)*

1. Interprets building codes, statutes and regulations dealing with construction of structures.
2. Manages technical and administrative staff in the enforcement of various City ordinances related to building codes and business tax certificate regulations. Supervises the activities of assigned staff. Writes and conducts evaluations.
3. Supervises allocation of street addresses in accordance with emergency and postal services standards.
4. Develops, establishes and enforces regulations related to securing business tax receipts.
5. Manages the review of plans in checking for compliance with adopted codes and statutes.
6. Manages the review and issuance of business tax receipts.
7. Manages staff in enforcing various City ordinances including noise and demolition programs.
8. Makes periodic inspections to ensure plan design conforms to adopted codes, statutes and accepted construction practices.
9. Interprets policies and advises developers, architects, engineers and the general public on City and departmental policies and procedures necessary for compliance.
10. Coordinates with all City departments in cases involving enforcement of building codes and business tax receipts and ensures that all cases are properly presented before the Code Enforcement Board.
11. Monitors training and certification records to ensure that all plans examiners and inspectors maintain the requisite specialty license and the required training for license renewal.
12. Provides coordination between plan review and inspection services to ensure efficient and consistent enforcement of building codes, statutes and regulations.
13. Establishes and enforces regulations for the State Threshold Program and Resident Inspector Program.
14. Interviews and selects firms or individuals to work as special inspectors.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern practices and methods employed in building, gas, mechanical, electrical, plumbing, energy, ADA accessibility and related codes.
- Knowledge of modern principles, practices and techniques of inspection and plan review activities, civil engineering and architecture.
- Knowledge of emergency services and postal service standards for street addressing.
- Knowledge of supervisory and management principles and practices.
- Knowledge of City and state laws and regulations governing all phases and types of construction.
- Skill in problem solving.
- Skill in developing and implementing new policies, procedures and programs.
- Ability to enforce building codes and regulations in a tactful and impartial manner.
- Ability to express ideas clearly through oral and written reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. There is frequent need to stand, walk, sit, talk or hear, use hands to finger, handle or feel, lift (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High school diploma from an educational institution recognized by the Florida Department of Education, or GED 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. Five (5) years in supervisor supervisory position and three (3) years experience in construction inspection or construction plans examining, required. State of Florida Department of Business and Professional Regulation licensure as a Building Code Administrator, or ability to obtain such licensure within one (1) year of employment is required.

A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.