

VACANCY ANNOUNCEMENT

JOB TITLE: Building Official

POSTING DATES: Until Filled

WORK LOCATION: LaBelle and Clewiston, FL

POSITION SUMMARY:

This is a skilled technical and supervisory position enforcing compliance with The Florida Building Code. Directs the work of employees involved in building inspections, plan reviews, and permitting. Work is performed under the supervision of the Community Development Director.

DUTIES AND RESPONSIBILITIES:

Reviews and makes recommendations regarding permit applications and plans. Provides procedural information and information on applicable codes and ordinances to contractors, developers, the general public and other parties related to building and development within the county.

Inspects worksites prior to and as construction progresses. Schedules and conducts inspections of all construction.

Ensures that contractors are properly licensed for the work they are performing.

Documents inspection results and work completion and enters data in on-line system. Uses diplomacy and tact to notify contractor/owner regarding areas of non-compliance with codes, ordinances, and industry best practices, and advises of possible methods or materials to bring construction into compliance. Notifies director of significant disputes with owners and contractors.

Keeps up to date on changes to codes and construction practices.

Supervises issuance of permits and assists in enforcing environmental, health and safety regulations.

Attends CLB meetings and other meetings as required.

Conducts training for the development of the staff.

OTHER FUNCTIONS:

Performs routine office administrative work including answering phone calls, e-mail, and correspondence. Attends meetings and performs other related work as directed.

Responds to work during a declared state of disaster.

KNOWLEDGE, SKILLS ABILITIES AND COMPETENCIES REQUIRED:

Knowledge of Florida Building Codes and local ordinances regarding land use and construction. Ability to review actual physical conditions to determine compliance with codes and ordinances.

Knowledge of construction materials and products and their characteristics.

Ability to read and analyze building plans and permit applications.

Knowledge of the process for building design, permitting and construction.

Ability to work on ladders and in small spaces. Skill in bending, crawling, stooping, climbing and twisting to observe materials and construction techniques.

Ability to communicate effectively verbally and in writing. Ability to discuss issues with tact and diplomacy.

Skill in basic mathematics

Skill in using a computer.

MINIMUM QUALIFICATIONS:

Is of good moral character and documents a minimum of ten years experience in construction or inspections required. Must have a minimum of five years of experience in a supervisory position.

Must hold and maintain certification as a Building Code Administrator in accordance with Section 468.609 Florida Statutes. Certification as a Floodplain Manager and Stormwater Inspector is desirable. Must hold and maintain a Florida Driver's license and maintain a satisfactory driving record for insurance purposes.

HOURS OF WORK:

Monday through Friday, 8:00a.m, to 5:00 p.m. Saturdays and Evenings may be required. Primarily work from LaBelle Office.

ANTICIPATED STARTING PAY:

Pay dependent upon experience.

This is a full-time salary position that includes County medical benefits and State Retirement.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN
HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS
WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT
THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.