

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** BUILDING OFFICIAL

**DEPARTMENT:** Development Department  
**Job Code:** 2027  
**Grade:** S34  
**Exempt Status:** Exempt

**CHARACTERISTICS OF THE CLASS**

Under direction of the Development Director, incumbent is responsible for professional and technical work involved in the various activities relating to the inspection of buildings, facilities and structures. Responsibilities include the regulation, planning, organizing, inspecting and permitting of building construction. Duties include reviewing plans and specifications of new, repaired, added or altered projects for permitting and complying with codes, ordinances and regulations of the City of Stuart and State of Florida. Serves as Americans With Disabilities (ADA) Coordinator as defined in FSS Administrative duties include heavy public contact and interpretation of ordinances and laws associated with construction sites. Work is reviewed through conferences, reports, observations, and the success of programs and new procedures developed and implemented to achieve established goals.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Examines plans, specifications, sketches and blueprints for compliance with local zoning codes and state requirements.
2. Meets with various professionals, officials, architects, engineers, proprietors and the general public in the discussion of building construction and related project compliance.
3. Approves and recommends for issuance permits of buildings, infrastructures and construction projects indicating the safety and health of the public is adhered to by meeting the regulations established.

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4. Prepares reports, correspondence and responds to inquiries related to building codes, construction projects, department policies and procedures.
5. Drives to constructions sites performing field inspection as required.
6. Represents the City as Building Official, attends meetings and provides assistance to staff, officials, agencies, technical workers, contractors and the general public.
7. Maintains accurate and current files, reports, records and related documents covering the creation, implementation, maintenance and completion of the building inspection project and programs.

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 functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

Bachelor's Degree or Associate Degree from an accredited college or university with major course work in building construction, structural engineering, architecture or related field, supplemented by ten (10) years direct hands on responsible experience in the field; or an equivalent combination of professional training and experience. Must possess current State of Florida Building Code Administrator Certification. Must also possess: Level 3 code enforcement certification, building license, mechanical license, electrical license, and plumbing license inspections. Current certification for the following is required:

- Air Conditioning (HVAC) System
- Americans with Disabilities Act (ADA)
- Building Code Compliance
- Doors & Hardware
- Electrical Systems
- Elevators

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- Fences
- Fireplaces & Chimney
- Insulation
- Plumbing Systems
- Pool Decks or Patios
- Pool Heaters
- Roofing Systems
- Saunas
- Seawalls and Docks (Above Water Line)
- Solar Heater Systems
- Structural Components
- Swimming Pools
- Windows & Hardware

Must have a valid State of Florida Class "E" Drivers License.

**B. Knowledge, Abilities and Skills:**

Knowledge of modern principles, methods, practices, materials, procedures and equipment in the building construction field.

Knowledge of the progressive stages in the construction of a building, facility, and project to anticipate violations and defects.

Knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to construction inspections.

Knowledge of the environmental and safety principles, methods, and procedures applicable to various building construction projects including, engineering, electrical and plumbing.

Knowledge of local and state construction codes, ordinances, regulations, procedures and laws involving the building field.

Knowledge of the geography, materials and trends in the construction field and inspection of project at all stages.

Ability to accurately read, review, interpret and discuss various documents, blueprints, specifications and sketches of an architectural and technical nature.

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Ability to return to work in progress construction site and compare the progress, maintaining adherence to building requirements.

Ability to learn and interpret the codes, practices, procedures and regulations of the Development Department and geography of the City.

Ability to effectively and efficiently prepare and present, oral and written communications and correspondence relating to the building inspection field.

Ability to plan, organize and produce quality results while maintaining the required level of successful inspection site completions.

Ability to function efficiently under high volume and stressful situations.

Ability to establish and maintain effective working relationships with officials, civic leaders, professionals and the general public.

Skilled in the use of tact and fairness when working with various contractors, professionals, groups, staff and the general public.

Skill in the use of modern office equipment.

Skill in computer usage, software programs, spreadsheets, GIS and related programs.

**C. Physical Requirements:**

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, stretching, kneeling, pushing, pulling, moving, turning, working in confined spaces, and lifting or carrying moderately heavy (30-50 pound) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or eye-hand-foot coordination; sedentary tasks may required sustained times at a keyboard.

**D. Environmental Requirements:**

Task requires that work may be performed in adverse environmental conditions.

**E. Sensory Requirements:**

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires color perception and discrimination.

Task requires texture perception and discrimination.

Task requires depth perception and discrimination.

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Approved: \_\_\_\_\_  
Human Resources Director

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Development Director

Date: \_\_\_\_\_

Received by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_