

TOWN OF SEWALL'S POINT
JOB DESCRIPTION
Building Official and Public Works Manager
FLSA Status: Salaried, Exempt

GENERAL DESCRIPTION:

Under administrative direction of the Town Manager, the position is responsible for all operations of the Building Department and for the management of all Public Works in the Town.

The position involves

- The application and enforcement of zoning, floodplain, licensing, ordinances, and building codes for structural, electrical, plumbing, gas, heating, ventilation, and air conditioning;
- Review and disposition of applications for permits to insure conformance with Federal, State, County and local zoning and floodplain regulations and building codes;
- Administration, direction, and supervision of all Public Works, including street and right-of-way maintenance, parks maintenance, stormwater systems, grounds and building maintenance, fleet maintenance, and all capital improvements.

ESSENTIAL JOB FUNCTIONS:

1. Plan, organize, direct, coordinate and supervise all functions and activities of the Building and Public Works Department, including assisting in preparation of and monitoring the annual budget for public works projects and the building department.
2. Maintain Departmental records for compliance with reporting requirements of all applicable Local, State, and Federal laws and regulations.
3. Review subdivision plans, utility construction plans, and building plans and specifications for compliance with all applicable codes and regulations. 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.
4. Perform construction inspections including structural, electrical, plumbing, gas, heating, ventilation, and air conditioning.
5. Plan, organize, direct, coordinate and supervise all Public Works maintenance and improvement activities, including supervision of Town consultants and reviewing invoices for payment.
6. Develop and implement procedures to enhance public services provided by department.
7. Serve as technical advisor and work in close cooperation with other departments and advisory boards.

(These essential job functions are not to be construed as a complete statement of all duties performed. All Town employees will be required to perform other duties as required.)

REQUIREMENTS:

Education and Experience:

Bachelor's Degree or Associate's 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. An equivalent combination of professional training and experience may be substituted for all but state licensing requirements. Must possess current State of Florida Building Code Administrator License and a One and Two Family Dwelling Inspector's License. Additional plan review and licensing certifications are desirable.

Knowledge, Abilities, and Skills:

- Knowledge of
 - the principles and practices of organization and management, budgeting and funds control, and personnel management and administration
 - laws and regulations applicable to the construction and maintenance methods, materials, and equipment used in building construction, construction inspections and municipal public works.
 - progressive stages in the construction of a building, facility, and project to anticipate violations and defects
 - modern principles, methods, practices, materials, procedures and equipment in the building construction field.
 - environmental and safety principles, methods, and procedures applicable to various building construction projects including, engineering, electrical and plumbing.
- Ability to
 - read, understand, and review site plans to determine compliance with drainage, utility, and other requirements
 - plan and supervise maintenance of a wide range of municipal facilities and improvements
 - communicate effectively, orally and in writing, preparing written reports to the Town Manager, Code Enforcement Board, and Board of Zoning Appeals; as well as the Insurance Services Office (ISO) (including Community Rating System (CRS) and Building Code Effectiveness Grading Schedule (BCEGS)) and Department of Environmental Protection's National Pollutant Discharge Elimination System (NPDES)
 - establish and maintain effective working relationships with other Town officials, employees, public agencies, and the general public, and to motivate, manage, and supervise employees with varying levels of education and work experience

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 climbing ladders, 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 require sustained times at a keyboard.