

Seminole County

Classification Description

Classification Title: Building Official

Class Code: 3205

EEO Code: A

FLSA: Exempt

Revision Date: May 2007

General Statement of Job

Manages the building and fire division. Responsible for plan review, permitting, and inspections of all building construction projects in Seminole County.

Essential Functions

Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Establishes standard operating procedures, issues building permits to insure compliance with established public safety standards, and interprets building codes and ordinances as necessary.

Directs and trains subordinates in executing the provisions of the building code and related ordinances.

Inspects and conducts field visits of construction sites as required to resolve or prevent problems. May condemn unsafe buildings and approve certificates of occupancy. Issues stop work orders and initiates legal proceedings as required.

Investigates complaints against licensed contractors, ensures compliance orders are adhered to, and follows through with Board of Contractor Examiners.

Initiates and effectively recommends for final approval by the Department Director, hiring, performance evaluation, termination, disciplinary, and/or commendatory actions for assigned personnel.

Coordinates the preparation and presentation of the division's annual budget and assures continued adherence to the construction related organizations. Coordinates building projects with State agencies and other County departments and divisions.

Regularly communicates the County and Department's mission and vision statements.

Represents the County at building trade meetings and hearings. Attends conferences and meetings of State or local construction related organizations. Coordinates building projects with state agencies and other County departments and division.



Maintains records of office operations and prepares statistical reports as required or as requested.

Performs other related work as required.

Minimum Qualifications

Completion of Bachelor's Degree required, as well as 10 years experience as a Building Inspector, Architect, Engineer or Building Contractor, with at least 5 years of such experience in supervisory positions.

Florida State Building Code Administrator and Florida State Fire Official License required.

Special Requirements

Extensive knowledge, training, and experience in the construction field. Extensive knowledge of permitting and licensing procedures and processes. Ability to read and interpret blueprints and other construction plans. Knowledge of local laws, ordinances and pertinent State Statutes. Knowledge of the function of model codes and the ability to effectuate their proper use. The Building Official is the authority having jurisdiction, with regard to code interpretation for Seminole County. The Building Official must exercise his own judgment in deciding code compliance.

Technical Requirements

Must be licensed under Florida Statute 468 as a Building Official and Licensed as a Fire Inspector under Florida Statute 633. Pursuant to Chapter 112, Florida Statutes, incumbent must file annual "Form 1 Limited Financial Disclosure" in the County of residence.

Must possess and maintain a valid Florida driver's license.

Working Conditions

Work primarily is performed in an office setting sitting at a desk or table. Incumbent may be required to perform duties in the field such as building inspections, which may require prolonged standing, climbing ladders or scaffolding, or walking for prolonged periods of time.

F.S. 468.604 Responsibilities of building code administrators

It is the responsibility of the building code administrator or building official to administrate, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code administrator or building official shall faithfully perform these responsibilities without interference from any person.

