



## JOB OPENING

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### Building Official

**Salary Range:** \$90,500 - \$136,000

*Full-Time, Exempt position*

**Closing Date:** Open until filled

**Reports to:** Building Department Director

**Supervises:** Building trade inspectors, Building trade plans examiners

**Summary:** The Building Official performs highly responsible professional, managerial, technical and administrative work in the interpretation and enforcement of the provisions of the Florida Building Code, issuance of building permits, Town of Miami Lakes ordinances, County ordinances and related regulations.

#### Essential Duties

- Enforce and interpret all provision of the Florida Building Code and other related codes and ordinances of the Town, including, but not limited to site inspections, and building and structural plans review.
- Directs activities of the Building Inspectors and Plans Examiners.
- Assures optimum departmental activity in the enforcement of the Building Code.
- Submits annual budget estimates and accompanying descriptions of need to the department Director and supervises the control and expenditure of departmental appropriations in compliance with the Town's purchasing procedure.
- Provides information to the Director, Town Manager and/or Town Council on all relevant and applicable issues concerning building services.
- Assures that all members of the Building Department are committed to high quality **CUSTOMER SERVICE** in carrying out their duties.
- Assures that all members of the Building Department carry out their duties in an **ETHICAL, MORAL, and LEGAL** manner
- Reviews plans and applications for permits to ensure compliance with codes, laws and ordinances. Advises applicants of required changes. Gives final approval signature on plans.
- Inspects dwellings when required to prevent violations.
- Issues stop work orders for unsafe work or for work that violates codes; Serves orders to discontinue the use or occupancy of buildings in violation of codes.
- Makes reports and recommendations on occupancy use and adequacy of accommodations.
- Authorizes compliance from owners after investigation of complaints.
- Prepares and submits reports of department activities for department director and/or the Town Manager.
- Responsible for facility-related emergency management activities; May require 24 hour on-call during emergencies.
- Follows all FEMA training protocols and obtains all required ICS Training.
- Implement and enforce a safe working environment during all department operations, including the use of safety equipment.
- Implements, enforces, reviews and inspects Floodplain Management measures and mandates.
- Attends meetings from time to time, as required by the department director.
- Perform additional duties which may be required by the Town Manager, department director or designee.



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### **Minimum Requirements:**

- Ability to provide friendly and efficient customer service.
- The Building Official for the Town of Miami Lakes must be certified with the State of Florida and certifiable under the Miami Dade County Board of Rules and Appeals. The certification requirements are one of the following (per Section 8-21, Chapter 8 of the Miami-Dade County Building Code)
  - A Registered Professional Engineer licensed in the State of Florida with not less than five years experience under that registration.
  - A Registered Architect licensed in the State of Florida with not less than five years experience under that registration.
  - A licensed General Contractor holding a current Certificate of Competency issued by the Florida Construction Industry Licensing Board with not less than five years experience under that license.
  - A licensed General Contractor holding a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board with not less than five years experience under that license.
- Must be certified or eligible for certification as a Building Official, Plans Examiner, Building and Roofing Inspector by the Miami-Dade Board of Rules and Appeals.
- Must have be a Certified Flood Plain Manager Certification (C.F.M.), or ability to obtain within the first year of employment.
- Must have a thorough knowledge of Town, County & State codes, ordinances, statutes and regulations.
- Must have excellent communication skills and be computer literate.
- Graduation from an accredited college or university with an Associate's degree in Construction Management, Architecture, Engineering, Planning or a closely related field and/or five (5) years of full-time verifiable professional experience in work involving supervision of at least five (5) staff members, plans examination, reviewing zoning code requirements, zoning enforcement and interpretation, building contracting, plans processing-
- Valid Florida Driver License required.
- Must be fluent in English, and the ability to communicate in Spanish is preferred.
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public.
- Ability to communicate effectively, both orally and in writing.



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### **Work Conditions and Physical Factors**

- Must have the sensory skills in order to effectively communicate and interact with employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of hands to handle, feel or operate objects and read and write English.
- Work is performed both indoors and outdoors and involves inspection of various construction sites. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common.
- Ability to carry up to forty-five (45) pounds.
- Ability to climb and descend construction scaffolding.
- Physical ability to enter into and inspect hazardous locations, climb stairs and ladders, reach above and below shoulders, walk and bend.

*The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.*

*Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test*

**To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: [Jobs@miamilakes-fl.gov](mailto:Jobs@miamilakes-fl.gov). Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.**

Approved: 07/07/21