



EXTERNAL POSTING
Community Development Department
Position: Part-Time Building Official

The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders. Employees in this classification perform at professional level. This position reports to the Community Development Director.

Duties:

- Performs systematic site inspections of one or more skilled trades work for new construction and renovations within the City, to evaluate compliance with all applicable local and State laws.
- Review proposed site plans, building permit applications, concept sketches for compliance with local, state and federal codes and regulations.
- Verifies compliance for approved building permits, plans and specifications; reviews and approves workmanship of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.
- Identifies compliance problems and issues code violations; meets with violators and general public to explain and interpret city codes and advises violator of expected time frame to correct infraction; performs re-inspection to determine if corrections have been made to achieve compliance.
- Issues written violations of codes; Stop work orders, performs re-inspections to determine if correction measures have been met to achieve compliance.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings.
- Reads and interprets blue prints and specifications for construction plans and designs.
- Communicates with Community Development Director or designee on any structural problems, code issues or regulatory requirements that have not been resolved.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Provides the public and departments with resources and interpretation of the various local, state and federal codes for which the position is responsible for enforcing.
- Performs related duties as directed.

Educational Requirements:

- High School Diploma or GED; or higher post-secondary degree
- Appropriate State Certifications and license for the position in all of the respective trades/disciplines as designated under the provisions of Florida Building Code.
- Supplemented by ten (10) years' experience in building construction or an equivalent combination of education, training, and experience.



Professional Licenses:

- Must possess a valid Florida Driver's License
- Must possess Florida certified license in BU, BN and PX and verifiable
- Preferred Certified Flood Plain Manager (CFM)

Pay: \$26.43 per hour
Posting Start Date: 2/22/2019
Closes: Open until filled.

To apply complete employment application which is available on the City website www.bunnellcity.us (application is located in the employment/open positions tab). Send personal resume and City application to: City of Bunnell, Attn: Christine Hancock, P.O. Box 756, Bunnell, FL 32110, or via email to chancock@bunnellcity.us (386) 263-8806.

Bunnell has a zero-tolerance drug policy and is an Equal Opportunity Service Provider.

This position will require a complete background check and drug test before the hiring process is complete.