



BUILDING OFFICIAL

CITY OF ANNA MARIA
DEPARTMENT: BUILDING
JOB CLASSIFICATION NO: 9410

The City of Anna Maria Florida is soliciting interest for the position of Building Official. The City of Anna Maria is a small city comprising approximately less than 1 square mile, and approximately 968 full time residents as of the most recent census. The City is a tourist destination with short term rentals primarily used for lodging. Very low percentage of commercial structures and no high-rise buildings in the city limits.

The local population embraces and supports the city employees and therefore creates a very welcoming work environment. The culture of the Building Department is relaxed and inviting, and this extends to the local contracting community and owners.

The City of Anna Maria is a small coastal beach city on a barrier island yet very accessible from the major arteries in and around Manatee County. We invite anyone with the following credentials to apply for the position.

Description

General Definition of Work:

Performs advanced professional and administrative work directing and managing the building and development code permitting and inspection processes. This position reports to the Mayor.

Essential Functions/Typical Tasks:

Interprets, implements, and enforces the City's building and development and Florida Building Code; plans, directs, organizes, and manages the Building Permitting and Inspections Division; maintains records and files; prepares reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Represents the City administration at public meetings and conferences with respect to building construction issues.
- Approves all construction permits and reviews plans for compliance with code and other City regulations to include the Land Development Regulations.
- Confers or corresponds with contractors, tradesmen, and the general public as necessary to advise them on construction requirements and other building related codes.
- Serves as an advisor to boards and committees on building and related code requirements; makes presentations to City Commission and other governmental agencies relating to building code compliance.
- Maintains records and provides reports, as required by applicable law and the city, of all building, electrical, plumbing, mechanical, gas and miscellaneous permits; as well as maintains records of certification and licensing of all contractors.

- Recommends alterations and amendments to code sections governing building and related trades.
- Supervises and manages the flow of work of assigned employees and support staff to assure conformity with pertinent City codes, ordinances, and statutes.
- Assists in the preparation of the departmental budget; makes procedural and operational recommendations and monitors expenses and revenues for budgetary compliance.
- Deals with the enforcement of FEMA regulations and the participation in the CRS program.
- Meets with homeowners, developers, design professionals and contractors for permitting, inspection and plan review issues.
- Performs related tasks as required.

Requirements

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; thorough knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan, direct and coordinate the various phases of inspection services; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances; ability to establish and maintain effective working relationships with associates, government officials, building owners, contractors and the general public. Extensive hands-on experience and knowledge of FEMA-CRS rating system.

Education and Experience:

Any combination of education and experience equivalent to graduation from High School, an accredited community college with major course work in engineering, planning, architecture or related field and extensive experience in building code enforcement and inspections work.

Special Requirements:

Possession of valid Florida driver license. A Florida Department of Business & Professional Regulation Building Code Administrator license is required. Certified Floodplain Manager credentials at time of hire. Plans Examiner license and plan review experience preferred.

Salary Range and Benefits:

1. Annual Salary range: \$100,000 - \$180,000
2. Paid medical and dental insurance
3. 401K retirement plan
4. Paid holiday and vacation