

**BUILDING OFFICIAL  
COMMUNITY DEVELOPMENT DEPARTMENT**

**MAJOR FUNCTIONS:** This is a skilled technical and supervisory position enforcing compliance with The Florida Building Code, City Land Development Regulations, other related State and municipal codes and ordinances. Work is performed under the supervision of the Community Development Director.

**ESSENTIAL DUTIES:** Plans, directs, and participates in the enforcement of codes, laws and ordinances related to all construction within the city; Reviews for code compliance the building, electrical, plumbing, and mechanical applications, plans, and specifications submitted for permitting. Directs the work of employees involved in building inspections, plan reviews, and permitting.

Receives and investigates inquiries and complaints regarding building construction, and other municipal codes, and provides information regarding the department's policies, services, and procedures. Inspects new residential and commercial construction, alterations and repair activities for compliance with-reviewed plans and specifications. Inspects structures for compliance with codes and safety criteria; Condemns unsafe structures and initiates demolition procedures when necessary.

Ability to examine and interpret plans and specifications. Ability to communicate verbally and in writing. Ability to establish and maintain effective working relationships with city officials, architects, realtors, contractors and the general public is essential. Performs related **non-essential** duties as required.

**KNOWLEDGE, EDUCATION, AND EXPERIENCE:** Must possess the Standard Certificate of a Building Code Administrator issued by the Florida Department of Business and Professional Regulation. DBPR licensure as a building, mechanical, electrical, and plumbing inspector and plans examiner is desirable. Certification as a Floodplain Manager and Stormwater Inspector is desirable. Thorough knowledge of the Florida Building Codes and other municipal, state, and federal regulatory codes related to construction, alteration, and repair of residential, and commercial structures.

High school graduation or GED required. Must have a valid Florida Driver's License. Minimum 5 years' experience as a Certified Building Code Administrator performing building inspections, plans review, supervising the work of building inspectors and permitting, or any combination.

**JOB LOCATION:** City Hall, 1 Bobby Green Plaza

**WORK SCHEDULE:** Monday – Friday, 8:00 a.m. – 5:00 p.m.

**HIRING RATE:** \$78,518 - \$84,990 Annually

**CLOSING DATE:** Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Community Development Director at City Hall, 1 Bobby Green Plaza. Applications can also be downloaded online at [www.auburndalefl.com](http://www.auburndalefl.com). The successful applicant will be required to pass a pre-employment physical and drug screening.

*The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.*