



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: Building Official
DEPARTMENT: Community Development
DIVISION: Building
SUPERVISED BY: Community Development Director

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Building Official is responsible for the overall administration, supervision, and enforcement of the City's building and construction codes. This position directs the permitting and plan review process, supervises staff, ensures compliance with state and federal regulations, and manages divisional operations efficiently and effectively. The Building Official is also responsible for maintaining up-to-date knowledge of code revisions, developing policies and procedures, and fostering strong working relationships with contractors, building owners, employees, and the public. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

Employees in this position may be required to perform any or all of the following duties:

- Participate in the development and implementation of policies, procedures, and rules in compliance with state and federal requirements.
- Direct and coordinate major program activities including permitting, plan review, inspections, and enforcement.
- Supervise review of construction plans and specifications prior to permit issuance.
- Evaluate divisional activities for efficiency and effectiveness; maintain a standard operating procedures manual.
- Conduct training sessions to ensure staff is current on code revisions and regulatory changes.
- Maintain communication and coordination with other regulatory agencies.
- Prepare and recommend divisional budgets; supervise expenditures.
- Conduct special studies and prepare reports on various projects and issues.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of laws, regulations, and best practices governing the building trades.
- Ability to plan, organize, direct, and coordinate the work of multiple groups of employees.
- Ability to read and interpret engineering designs, specifications, and construction plans.
- Ability to inspect construction projects for compliance with approved plans and specifications.
- Ability to conduct investigations and enforce laws with tact, firmness, and impartiality.
- Ability to maintain effective working relationships with contractors, building owners, City officials, staff, and the general public.
- Ability to maintain complex records and prepare technical reports.

- Proficiency with computers and applicable software programs.
- Preferred certifications: Florida Sterling Examiner, Baldrige Examiner, or Kaizen (Lean Six Sigma).

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

Physical Skills / Working Conditions

- Ability to lift and/or move up to 45 pounds, and to push or pull heavy objects (with or without handling devices such as dollies or carts, or with team assistance).
- Ability to walk, stoop, bend, and climb to perform inspections.
- Ability to communicate effectively using verbal, written, and visual methods.
- Must be able to operate a motor vehicle to visit job sites.
- Work is performed both indoors and outdoors.

Education, Training, and Experience

- Bachelor’s Degree from an accredited college or university.
- Minimum of ten (10) years of progressively responsible experience in building construction or inspection, including five (5) years in a supervisory or management role.

Licenses, Certifications, or Registrations:

- Certification in accordance with Chapter 468, Florida Statutes as a Building Code Administrator.
- Valid Florida driver’s license.
- Eligible to be designated as a Provisional Building Code Administrator and required to achieve Standard Certification as a Building Code Administrator under F.S. 468 within two (2) years of hire.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE