

City of Cedar Key  
Building Administrator/ Building Official

**General Description**

Responsible for and serve as the Building Code Administrator/ Building and Plans Inspector of the City and coordinating all phases of the Building Department's Administrative responsibilities, pursuant to the Laws of Cedar Key, Florida Building Code and the Florida Statutes. Position must also maintain the code enforcement program, guidelines, and procedures for the City. Building Code Administrator/ Building and Plans Inspector should be currently licensed by the State, and to be so licensed, or can meet the established experience and educational requirements of 468.609(2)(c), F.S. and obtain a Building Code Administrator's License within the 120 day provisional license period for the Building Administrator when newly hired to a government position.

**Qualifications- Knowledge, Skills, and Abilities:**

Knowledge of the ordinances, policies, resolutions, Florida Building code, Florida Statutes, and procedures of the City. Ability to input and retrieve data via and utilize Microsoft Office. Ability to access needs and prioritize and the ability to communicate effectively in writing and orally, laws and administrative polices governing municipal activates and of operations of municipal government. Ability to delegate authority and responsibility to subordinate employees and to maintain an effective organization. Ability to express oneself clearly in writing and orally and appear before groups of citizens and the Commission to present data and program which enhance the efficient operations of the City. Ability to efficiently organize and maintain files and records. Ability to work with and assist the public in an efficient and courteous manner in person, by telephone, and electronically. Must have a clean driving record. City requires drug testing and physical examination prior to employment and random drug testing thereafter. Requires regular attendance at meetings outside business hours. Must become certified in code enforcement.

**Education and Experience:**

High school diploma or acceptable equivalency diploma. Familiar with the Florida Building Code and Basic Building Principles. Familiar with City Codes and Ordinances. Class E Driver's license.

**Building Inspector/ Plans Examiner Requirements**

In order to take the examination for an inspector or plans examiner license, you must be at least 18 years of age and be of good moral character. You must also comply with one of the following eligibility requirements:

- a) Demonstrates five (5) years combined experience in the field of construction or a related field, **building** code inspection, or plans review corresponding to the certification category sought. **468.609(2)(c)(1), F.S.**
- b) Demonstrates a combination of postsecondary education in the field of construction, **building** experience which totals four (4) years, with at least one (1) year of such total being experience in construction, **building** code inspection, or plans review. **468.609(2)(c)(2), F.S.**
- c) Demonstrates a combination of technical education in the field of construction or a related field and experience which totals four (4) years, with at least one (1) year of such total being experience in construction, **building** code inspection, or plans review. **468.609(2)(c)(3), F.S.**
- d) Currently holds a standard certificate issued by the board or a fire safety inspector license issued pursuant to Chapter 633, F.S., has a minimum of three (3) years of verifiable experience in inspection or plan review, and satisfactorily completes a **building** code inspector or plans examiner cross-training program that provides at least two hundred (200) hours of training in the certification category sought. **468.609(2)(c)(4), F.S.**
- e) Demonstrates a combination of the completion of an approved training program of at least three hundred (300) hours of training in the field of **building** code inspection or plan review and a

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minimum of two (2) years' experience in the field of building code inspection, plan review, fire code inspection and fire plans review of new buildings as a fire safety inspector certified under Section 633.081(2), F.S., or construction. 468.609(2)(c)(5), F.S., or

f) Currently holds a standard certificate issued by the board or a fire safety inspector license issued pursuant to Chapter 633, F.S., has at least five (5) years of verifiable experience as an inspector or plans examiner in a standard certification category currently held or has a minimum of five (5) years verifiable experience as a fire safety inspector licensed pursuant to Chapter 633, F.S., and has completed a building code inspector or plans examiner classroom training course or program that provides at least three (300) hours in the certification category sought, except for one and two family dwelling training programs which must provide at least five hundred (500) hours, but not more than eight (800) hours of training as prescribed by the board. 468.609(2)(c)(6), F.S.

**Building Code Administrator Requirements**

In order to take the examination for a Building Code Administrator's license, you must be at least 18 years of age and be of good moral character. You must also comply with one of the following eligibility requirements:

- a) Demonstrates ten (10) years combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with at least five (5) years of such experience in supervisory positions; **or**
- b) Demonstrates a combination of post-secondary education in the field of construction or related field, no more than five (5) years being applied, and experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent which totals ten (10) years, with at least five (5) years of such total being experience in supervisory positions. The applicant must also have completed a board-approved course consisting of at least 20 hours, but not more than 30 hours, of instruction in state laws, rules, and ethics relating to the professional standards of practice, duties and responsibilities of a certificate holder.

**Additional Functions:**

- Processes building permit applications submitted to the Building Department and assists public with permit applications.
- Oversees record management for all Building Department and code enforcement files as required by the Florida Law.
- Attends City Commission meetings as needed.
- Performs other duties and tasks assigned by supervisor.

\*This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. As a small city, Cedar Key utilizes a teamwork approach. All personnel are expected to learn the department functions necessary to continue effective City operations. Cross-training to accomplish this goal is necessary as directed.