

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 637**

**BUILDING SAFETY COMPLIANCE OFFICER**

**GENERAL**

Highly responsible, technical and managerial work in the enforcement of the Broward County 40-Year Building Safety Inspections Program (BSIP) and the Florida Building Code. Work is performed under general supervision. Assists with the Special Magistrate and Unsafe Structures Cases and prepares the agenda and supporting materials for the Unsafe Structures meetings. Works under direct supervision of the Chief Building (Safety) Inspector.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assists the Chief Building (Safety) Inspector and Building Official in enforcing the Unsafe Structures cases.
- Evaluates annual list provided by Broward County Board of Rules and Appeals for buildings requiring safety inspections.
- Manages the daily activities of notifying, tracking and recording the progress of all Buildings undergoing the recertification program.
- Maintains all records relating to Notices of Violation issued for failure to comply with the established time frames set forth by the Building Safety Inspections Program.
- Consults with owners, boards of associations, property managers, architects, engineers, general contractors regarding securing building permits for repair work and path to recertification.
- Investigates complaints regarding alleged code violations, assigns follow-up investigations and takes remedial action to facilitate compliance.
- Retains certification through mandatory continuing education programs.
- Makes recommendations to the Chief Building (Safety) Inspector regarding administration of the program.
- Represents the Building Inspections Division at the Unsafe Structures and Special Magistrate meetings.
- Performs research of properties not listed to determine if buildings are properly classified and if they have satisfied their milestone inspection schedules.
- Documents the level of unsafe conditions witnessed during investigations, and assembles the necessary evidence to present cases before the Unsafe Structures Board and the Special Magistrate.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the Broward County Policy 05-05, Building Safety Inspection Program requirements.
- Knowledge of the building and land use codes, and effective year built.
- Knowledge of the Broward County Administrative Code Ch.116.
- Knowledge of the City Ordinance Section 152 and the Florida Building Code.
- Knowledge of NFPA 241 Standard for Safeguarding, Construction, Alteration and Demolition Operations and NFPA 101 Life Safety Code.
- Knowledge of International Property Maintenance Code IPMC.
- Knowledge of responsible ownership and/or agent in charge.
- Knowledge of investigative procedures and documentation

- Ability to work independently and accurately report deficiencies.
- Ability to navigate through BCPA.net and SunBiz.org.
- Ability to utilize Naviline software application for case management.
- Ability to utilize ProjectDox ePlan for examination of Building Safety Inspection reports.
- Ability to analyze data and extract relevant information.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High School Diploma or equivalent. Possess at least (2) years of municipal work experience serving the public with matters dealing with Building Inspection, Code Enforcement, Construction or other related fields. Ability to acquire Florida Association of Code Enforcement (F.A.C.E.) Certification: Levels I and II, III and IV within the first year of employment.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move heavy and awkward ladders.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate (Class E) driver's license and an acceptable driving record.

**Rev.** 08/22

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Classification:** 24/42

**Location:** Building Inspection

**GERS:** Regular Class