



TOWN OF OCEAN RIDGE

6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435

www.oceanridgeflorida.com
(561) 732-2635 ♦ FAX (561) 737-8359

Town of Ocean Ridge Job Opening Announcement for:

CERTIFIED BUILDING OFFICIAL (Full Time)

Town of Ocean Ridge (population 1,840) is seeking a motivated and qualified individual to fill the position of an In-house, full-time CERTIFIED BUILDING OFFICIAL (CBO) to manage and perform related duties. This is a highly responsible administrative and technical field position of interpreting and enforcing Florida Building codes and regulations related to building construction, and the town's ordinances, including land development regulations, zoning and town code. The position is responsible for reviewing plans, issuing permits, and performing inspections. The position will also assist to perform/direct code compliance duties and attend official meetings, as required. The Building Official will work under supervision and direction of the Town Manager, and work in collaboration with the Town Clerk, Town Attorney, Town Engineer, and Police Department Code Officers, as well as assigned by Town Commission direction, codes and policies.

Must possess a high school diploma or equivalent and must be certified as a Building Official as required by Florida Statutes 468.609. Must possess a valid Florida driver's license. The full-time salaried position range is from \$60,000 to \$70,000 annually, commensurate with the successful applicant's qualifications and experience.

Applications Accepted Until Position Filled

Qualified Applicants Only Please

Applicants must submit a completed employment application for the Town of Ocean Ridge, a detailed resume, salary history, and the contact information of three work-related references to:

Town of Ocean Ridge
Attn.: Tracey Stevens, CMC Town Clerk
6450 N Ocean Blvd
Ocean Ridge, Florida 33435
tstevens@oceanridgeflorida.com

Employment applications may be obtained at Town Hall or on the Town website: <http://www.oceanridgeflorida.com>

Equal Opportunity Employer and a Drug Free Workplace



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JOB TITLE: **CERTIFIED BUILDING OFFICIAL**
(with Zoning & Code Official Duties)

DEPARTMENT: Building Department / Inspection Services

JOB SUMMARY:

This position is responsible for interpreting Florida Building Codes, Town Codes and ordinances, reviewing plans, issuing permits, and performing inspections on all types of construction.

Important focus areas include Customer Service, pre-permit planning meetings, attending town board and commission meetings as required. Focus on Construction site management and professional consultation to the Planning and Zoning Board (P&Z), their Review Committees of process including; Board of Adjustments, Code Magistrate hearings and other official business of the Town on building code matters.

Ensures compliance with Town codes pertaining to zoning, land use, land development, signs and tree removal through field inspections, notices of violation and citations (assisted by Town Police personnel as appropriate) and related duties as assigned.

MAJOR DUTIES:

- Accepts routine building permit applications received by the Building Clerk, review submitted building plans and documents for compliance with Town Land Development Code, Comprehensive Plan, Standard Florida Building Code, and all other state and federal statutes that pertain to construction.
- Issues all building permits for all types of construction and renovations, and forwards to Building Clerk for processing.
- Conducts on-site building construction and renovation inspections to ensure compliance; notifies Building Clerk of inspection results.
- Performs research related to enforcement of Town Codes.
- Assists persons with requests for variances and special exceptions.
- Directs in-house building department staff in conjunction with the Town Clerk, and consults with the Town Attorney, Town Engineer, Town Manager, Town Clerk, and Police Department on all critical building/code related matters.
- Attends all meetings of the Planning & Zoning Commission, Board of Adjustment, and Code Enforcement Special Magistrate; reviews applications and files to be presented to each Board and develops a report to submit to the Town Clerk for the meeting packages.
- Attends meetings of the Town Commission as requested by the Town Manager.
- Performs customer service functions related to Building Department activities; interprets and discusses construction codes and related ordinances with contractors, property owners, Town Officials, and the general public; provides information related to building permits, inspections, procedures, and other issues; responds to questions, complaints, or requests for service.
- Reviews elevation certificates in conjunction with the Building Clerk.
- Issues Certificates of Occupancy and Certificates of Completion as required.
- Issues Stop Work Orders as appropriate.
- Prepares Building Department related reports and surveys; performs research and compiles data for special projects, reports or surveys as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.
- Maintains files of building permits, inspections, notes and required reports.
- Performs other related duties as required.



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KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

- Knowledge of principles and practices of commercial and residential construction.
- Knowledge of federal, state and local building codes, safety requirements, and contractor licensing and insurance requirements.
- Knowledge of structural, electrical, mechanical, gas, plumbing and fire-prevention codes for building construction.
- Knowledge of the geography, boundaries and streets of the town.
- Knowledge of town ordinances including the Land Development Code and the Comprehensive Plan.
- Skill in oral and written communication.
- Skill in reviewing all construction plans, site plans and surveys.
- Ability to interact with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control.
- Must be able to work independently of direct supervision within established guidelines and capable of sustaining regular and predictable attendance.
- Possess excellent listening, speaking and communication skills.
- Ability to complete all forms and reports legibly and accurately; and read/interpret technical documents.
- Possess organizational skills and the ability to prioritize and perform multiple tasks in a fast-paced environment.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees, governmental officials and the general public.

SUPERVISORY CONTROLS:

The Town Manager assigns work in terms of goals and objectives. Completed work is reviewed for the nature and propriety of the final results.

GUIDELINES:

Guidelines include the Land Development Code, Comprehensive Plan, Southern Building Codes, and other state and standard building codes.

COMPLEXITY:

The work consists of some administrative duties and work directly related to building inspection duties.

SCOPE AND EFFECT:

The purpose of this position is to ensure that construction meets applicable building codes. Successful performance in this position helps assure compliance with established construction standards.

PERSONAL CONTACTS:

Contacts are typically with co-workers, contractors, attorneys, engineers, business and property owners, and the general public.



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PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS:

The work is typically performed with the employee sitting, standing or stooping. The employee must occasionally lift heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

WORK ENVIRONMENT:

The work is performed in an office and at construction sites. The employee is exposed to dust, dirt, and occasional inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

- High school diploma, with higher level preferred.
- Must be certified as a Building Official as required by Florida Statutes 468.609, and must show proof of eligibility.
- Prefer demonstration of ten (10) years' combined experience as a Certified Building Official, architect, engineer, building inspector, contractor, or construction superintendent, with at least five (5) years of such experience in supervisory positions.
- Possession of a valid driver's license issued by the State of Florida.

Town of Ocean Ridge Employment Application	Date Received: _____	Personnel Department 6450 N Ocean Blvd Ocean Ridge, FL 33435
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INSTRUCTIONS: Only the applicant can complete and sign this form. This Application will remain active for ninety (90) days. **Please Answer All Questions.** Incomplete applications will not be reviewed. If you need additional space, use a separate sheet of paper. You may add a resume or attach copies of documents you feel help clarify your background, but resumes will not be accepted in lieu of a fully completed application.

Information you provide will be verified and a background investigation will be conducted on all applicants considered for hire.

POSITION APPLIED FOR: _____

Name: _____ Social Security No.: _____

Present Address _____

City: _____ State: _____ ZIP: _____

Telephone Numbers: Home: _____ Business: _____

Earliest Date you would be able to start: _____ Salary Desired _____

Are you over 18 years of age? _____ Do you have a legal right to work in the U.S.? _____

How did you learn about this job opening? _____

Are you available to work any shift? _____ Weekends? _____, Holidays? _____ Evenings? _____

EDUCATION

From Secondary School (High School) and beyond, list the schools you have attended, the dates you attended, and whether or not you graduated or received a degree:

Name and Address of School	Course of Study	Dates Attended From: To:	Degree Earned
		-	
		-	
		-	

List any licenses or certifications you have that relate to this job: _____

NOTE: This Application Form is **NOT FOR LAW ENFORCEMENT APPLICANTS.**
 You may obtain a Law Enforcement Application Form from the Personnel Department or download it from the Town website.

NOTE: A criminal background check and driving record check will be conducted if you are considered for hire. Information concerning arrests and convictions may not necessarily disqualify an applicant; however any applicant who falsifies the application by failing to provide required information will, if employed, be subject to dismissal.

Have you ever been arrested, convicted, or pled no contest to any violation of the law, police regulation, or ordinance? _____

If you answered yes, provide details (include fines, convictions, probation, jail or prison sentences –including those that occurred while in the military. Also include traffic violations which resulted in fines of more than \$50)

Date	Offense \ Charge	Name \ Location of Court	Disposition \ Sentence

Driver's License State: _____ Class: _____ Date Expires: _____

Drivers' License Number: _____

Have your driver's license privileges ever been suspended or revoked? _____ If yes, explain: _____

Are you related to anyone presently employed by the Town of Ocean Ridge? _____

If yes, Name: _____ Relationship: _____

Have you ever been employed by the Town of Ocean Ridge? _____ If yes, complete the following:

Dates previously employed: from _____ to _____

Position held: _____

Reason for leaving: _____

List any job related professional, technical, or trade associations in which you are a member _____

MILITARY SERVICE Have you ever served in the U.S. Military? _____

If yes, branch: _____ Dates of Active Duty: from _____ to _____ Rank: _____

Occupational Specialty: _____ Type of Discharge: _____

Many Full Time Town Employees are required to report for work during disasters such as hurricanes, etc. Do you have any problem meeting this requirement? _____. If so, provide details: _____

EMPLOYMENT RECORD List below the most recent dates first, **EACH AND EVERY PLACE** in which you were employed for the past twenty years. **OMIT NONE.** Give correct, full addresses. If employment was interrupted by military service or unemployment, list those periods in chronological order with other employment history. Include part-time employment.

Attach additional sheets if necessary.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Do you have any objection to us contacting your present employer? _____

Employer: _____ Phone: (____) _____ Address: _____ Starting Date: _____ Ending Date: _____ Starting Salary: _____ Ending Salary: _____ Name/Title of your supervisor: _____ Your Job Title: _____ Your duties and responsibilities: _____ Reason for Leaving: _____
Employer: _____ Phone: (____) _____ Address: _____ Starting Date: _____ Ending Date: _____ Starting Salary: _____ Ending Salary: _____ Name/Title of your supervisor: _____ Your Job Title: _____ Your duties and responsibilities: _____ Reason for Leaving: _____
Employer: _____ Phone: (____) _____ Address: _____ Starting Date: _____ Ending Date: _____ Starting Salary: _____ Ending Salary: _____ Name/Title of your supervisor: _____ Your Job Title: _____ Your duties and responsibilities: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

Starting Date: _____ Ending Date: _____ Starting Salary: _____ Ending Salary: _____

Name/Title of your supervisor: _____

Your Job Title: _____

Your duties and responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

Starting Date: _____ Ending Date: _____ Starting Salary: _____ Ending Salary: _____

Name/Title of your supervisor: _____

Your Job Title: _____

Your duties and responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

Starting Date: _____ Ending Date: _____ Starting Salary: _____ Ending Salary: _____

Name/Title of your supervisor: _____

Your Job Title: _____

Your duties and responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

Starting Date: _____ Ending Date: _____ Starting Salary: _____ Ending Salary: _____

Name/Title of your supervisor: _____

Your Job Title: _____

Your duties and responsibilities: _____

Reason for Leaving: _____

REFERENCES

List three personal or professional references who are not relatives:

Name:	Telephone:
Occupation:	Years Acquainted:
Name:	Telephone:
Occupation:	Years Acquainted:
Name:	Telephone:
Occupation:	Years Acquainted:

**CERTIFICATION /AUTHORIZATION
PLEASE READ CAREFULLY**

I certify that there are no misrepresentations, omissions, or falsifications in the statements and answers on this application, and that all foregoing entries are true, complete, and correct to the best of my knowledge and belief.

I hereby authorize the Town of Ocean Ridge to verify all information contained herein and I release all past employers and all references from any and all liability for the release of information to the Town of Ocean Ridge.

I understand that all job offers from the Town of Ocean Ridge are conditioned upon successful completion of a health questionnaire and medical examination by a Town appointed physician to determine my ability to perform essential functions of the job offered. Such exam shall include alcohol/drug testing for which I give consent.

I further understand and agree in advance that I may be summarily discharged if any of the information provided by me contains any misrepresentations, or falsifications, or if any material information has been omitted.

I understand that a condition of employment is that I am required to use direct deposit for my payroll.

The Town of Ocean Ridge collects the social security number of employees and applicants for employment for the following purposes: identification and verification; credit worthiness; benefit processing, and tax reporting. Social security numbers may also be used as a unique numeric identifier and may be used for search purposes. Social security numbers held by the Town of Ocean Ridge are confidential and exempt from s.119.07(1) and s. 24(a), Art. I of the State Constitution (public records disclosure).

Signature of Applicant Date signed

NOTICE TO EMPLOYMENT APPLICANTS

Read Carefully and sign below

The selection of top-notch personnel is most important to us. Our product is service. In order to provide high quality services to Ocean Ridge residents, the Town strives to competitively hire the person best qualified for each position.

Resumes and other documentation you wish to submit may be added, but resumes will not be accepted in lieu of a fully completed Town application form. We expect that you will take the time to complete all areas of the application form and sign it. The information you provide will be verified. If there are omissions, falsifications, or misrepresentations, we will have to withdraw your application from consideration. Should you start employment prior to the completion of the entire verification process, any falsifications or misrepresentations on the application will result in termination of your employment.

Your application is a public record and can be viewed and/or copied upon request from any person. Your Social security number is confidential and exempt from this public records disclosure provision. There are other personal information exemptions for persons who have worked in certain types of public employment (law enforcement, code enforcement for example) and these exemptions will be applied.

The top candidates will be contacted for an interview. If you are interviewed by the hiring department head, but not selected to fill the position, you will be notified as soon as possible. We are unable to give you an accurate time frame in which a decision will be made as this is determined by the hiring department head's current work load. If you do not receive a call to schedule an interview, you may assume that someone else was hired for the position, and no further correspondence will take place. Your application will be kept on active file for 90 days. You may apply for another job vacancy posted during this period by notifying the Town Hall.

Offers of employment are contingent upon the selected applicant passing any testing deemed necessary by the hiring department head, drug screening, and a physical examination.

The Town has an Equal Employment Opportunity Policy posted in the building.

Persons being hired by the Town of Ocean Ridge will also be checked for the following:

Driver's License check; Local, state, and national criminal history record check; Verification of all information on application; Background investigation that includes interviews with previous employers and others who can attest to your work habits, qualifications, and character. A credit report may be made for some positions;

Among other requirements, persons being hired by the Town of Ocean Ridge will:

Complete the Immigration & Naturalization Form I-9; be fingerprinted by the Town's Police Department
Take an employee loyalty oath; Provide copies of any required licenses or certifications

The Town of Ocean Ridge collects the social security number of employees and applicants for employment for the following purposes: identification and verification; credit worthiness; benefit processing, and tax reporting. Social security numbers may also be used as a unique numeric identifier and may be used for search purposes.

If you have any questions, feel free to call the Clerk's Office at the Town Hall at (561) 732-2635.

I certify that I have read the above notice; that I have had an opportunity to ask questions about it; that I fully understand this notice and have received a copy.

Applicant's signature: _____ Date: _____

This form will be detached and retained in the Town Hall, and used to perform an initial background investigation in the event that the hiring supervisor selects you for a job offer following an interview and/or other examinations.

Request for Initial Criminal Records Check

APPLICANTS PRINTED NAME: _____

DATE OF BIRTH: Month: _____ Day: _____ Year: _____

SOCIAL SECURITY #: _____

I respectfully request and authorize the **Florida Department of Law Enforcement** to furnish the **Town of Ocean Ridge** any and all information that you have concerning criminal arrests and convictions under Florida Statutes or statutes of other jurisdictions. This authorization is valid for 90 days from the date signed below.

Applicants Signature

Date

Address

City

State

Zip Code

AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

Subscribed and sworn to (or affirmed) before me on _____ by _____
(date) (name of affiant)

He/She is personally known to me or has presented _____ as identification.
(type of identification)

Signature _____

Name & Title _____

Commission No. _____ Expires _____

YOUR COPY –DETACH

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If you have any questions, feel free to ask anyone in the Town Hall at (561) 732-2635.

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DETACH AND KEEP THIS PAGE --IT IS YOUR COPY OF THE NOTICE