

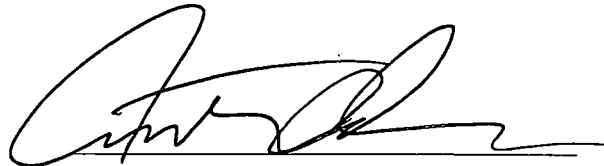
SPECIAL MEETING
AUGUST 6, 2020
5:00 PM

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The Lafayette County Commission met on the above date and hour for a special meeting. The meeting was held in the County Commissioner's Meeting Room in Mayo, Florida. The following members were present: Commissioner Lance Lamb, Dist. 1; Commissioner Henry McCray, Dist. 2 (by phone); Commissioner Lisa Walker, Dist. 3; Commissioner Anthony Adams, Dist. 4; and Leenette McMillan-Fredriksson, County Attorney.


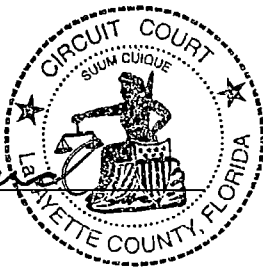
BUILDING DEPARTMENT POSITION

Commissioner Adams opened the meeting and invited discussion on the vacancy in the Building Department. The job description for the Building Official was discussed along with the Florida Statutes that govern this position. On a motion by Mr. Lamb and a second by Mrs. Walker the Board voted unanimously to advertise the position with applications being due on August 26, 2020.



Anthony Adams, Chairman

Attest:


Steve Land, Clerk

Approved this 24th day of August, 2020

PUBLIC NOTICE

The Lafayette County Commission is accepting applications for a Building Inspector or Official. Minimum education and experience for the position of Building Inspector can be found in Florida Statutes chapter 468.609. A copy of the Statutes and job description may be picked up at the Clerk of Court's office located at 120 West Main Street, Mayo, Florida 32066. The goal of the Building Inspector position will be to become Building Official in a timely manner with salary compensation being made at each level achieved. The deadline for submitting applications is Wednesday, August 26, 2020 at 12:00 p.m. The Lafayette County Board of County Commissioners is an equal employment opportunity employer that does not discriminate against any qualified employee or applicant because of race, color, national origin, sex including pregnancy, age, disability or mental status.

By Order Of:

Anthony Adams, Chairman
Lafayette County Commission

DIXIE COUNTY ADVOCATE
Please Run 8/13/20 and 8/20/20.

RIVERBEND NEWS
Please Run 8/12/20 and 8/19/20.

LAFAYETTE COUNTY**JOB DESCRIPTION****BOARD OF COUNTY COMMISSIONERS**

JOB TITLE: BUILDING OFFICIAL

DEPARTMENT: PLANNING, DEVELOPMENT & CODE ENFORCEMENT

JOB LOCATION: MAYO, FLORIDA

GENERAL DESCRIPTION:

This is a full-time, exempt position that reports to the Board of County Commissioners. This position performs administrative, technical and supervisory work and directs and coordinates the operations of the Building Division. This includes the review and approval of building permit applications to insure compliance with the various codes, ordinances and regulations governing construction of residential and nonresidential buildings, structures and facilities, which requires the supervision of the inspection, licensing, permitting and plans review functions of the Building Department. The supervisory work includes the Building Department Assistant and the janitor for the Courthouse.

This position is responsible for Solid Waste billing and collections, Industrial Park rent billing and collections, Health Care Responsibility Act applications and other county functions authorized by the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS:

1. Directs and trains building inspectors, permitting/licensing staff, and plans examiners staff in the job functions.
2. Interprets and enforces Building Codes, County Codes, and applicable State and Federal regulations.
3. Meets with contractors, developers, architects, engineers, and the general public.
4. Attends various public meetings and hearings.
5. Conducts plan review and inspections.
6. May be required to assist with emergency support in the EOC during emergencies and/or other emergency duties.
7. Work as the Town of Mayo Building Official.
8. Serve as Land Development Regulation Administrator.
9. Serve as the Flood Plane Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of building, housing and zoning codes, laws, and ordinances.
2. Knowledge of current methods and practices of all construction.
3. Knowledge of State of Florida statutes addressing building, construction, and licensing requirements, including the Florida Building Code, Electrical Code, Plumbing Code, Life Safety Code and Mechanical Codes.
4. Ability to organize and present technical reports.
5. Ability to interpret codes.
6. Ability to supervise, read, and interpret construction drawings and blueprints.
7. Ability to review and inspect structures for code compliance and to enforce codes.
8. Skill in oral and written communications.
9. Skill in tactfully resolving problems with staff in the office and in the field.
10. Skill in tactfully resolving problems with customers, citizens and professionals in the office and in the field.
11. Skill in code interpretations.
12. Skill in establishing and maintaining effective work relationships.

EDUCATION AND EXPERIENCE:

1. Has obtained a provisional or standard building code administrator certificate from the State of Florida, or will obtain a provisional or standard building code administrator certificate within the first four (4) months of employment; or
2. Qualifies for certification by experience or combination of education and experience as follows:
 - A) 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) year so of such experience in supervisory positions; or
 - B) A combination of postsecondary education in the field of construction or related field, no more than five (5) years of which may be 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.

LICENSES, CERTIFICATION, OR REGISTRATIONS:

1. Must possess a provisional building codes administrator certificate within 120 days of date of hire, unless currently certified, and maintain it as a condition of continued employment.
2. Must possess a standard building codes administrator certificate from the State of Florida within one year of date of hire, unless currently certified, and maintain it as a condition of continued employment.
3. Ability to possess and maintain a valid Florida Driver's License.
4. Must have or obtain and maintain a current license as a Building Official Administrator within one year.

ESSENTIAL PHYSICAL SKILLS:

1. Acceptable eyesight and acceptable hearing (with or without correction).
2. Ability to communicate both orally and in writing.
3. Ability to work under stress with time constraints.
4. Walking and standing.
5. Driving.
6. Lifting.

ENVIRONMENTAL CONDITIONS:

1. Works inside and outdoors.
2. Heights up to 40 feet.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability or disabilities.)