



THE CITY OF ST. PETE BEACH, FL
INVITES YOUR INTEREST IN THE POSITION OF
BUILDING OFFICIAL

THE COMMUNITY

The City of St. Pete Beach is a small Gulf Coast barrier island community located in west-central Florida, close to St. Petersburg and Tampa Bay.

The City has a land area of approximately 2.25 square miles and a year-round resident population of 9,586.

St. Pete Beach is frequently recognized as a top beach destination and received a Travelers' Choice award in 2021 from TripAdvisor as the top-ranked beach in the United States. The city's beaches, hotels, and historic resources attract tourists and visitors worldwide. The city has a heavy concentration of resorts, hotels, and other accommodations to support its robust tourism.

With miles of pristine, white sandy beaches, year-round sunshine, an abundance of recreational opportunities, parks, restaurants, and shopping venues, St. Pete Beach is one of the most enjoyable places to live and vacation. It offers a wide variety of concerts, art shows, and special events throughout the year. Additionally, there are many places to visit on the beach or along the downtown corridor, including the Gulf Beaches Historical Museum.

In addition to its permanent population of about 10,000 residents, the City has also become a popular winter residence for people living in other parts of the United States, Canada, and Europe. Nearly 28% of the total residential homes and condominiums in St. Pete Beach are owned by people claiming primary residence elsewhere, reflecting a high volume of seasonal visitors.

Close to attractions in Orlando and even closer to the cultural and cosmopolitan attractions of St. Petersburg, Clearwater, and Tampa, St. Pete Beach strikes the perfect balance for the casual, laid-back beach bum and the active attraction seeker.

St. Pete Beach residents enjoy access to the city's superior services in what is one of the most beautiful, livable areas of the country. The City is committed to quality of life and ensuring people continue to enjoy safe, healthy, and attractive neighborhoods in this friendly beach community.



THE AGENCY

The City of St. Pete Beach operates under the City Commission/City Manager form of government. The City Commission is composed of a mayor and four commission members and is responsible for enacting ordinances, resolutions, and regulations governing the City, as well as appointing the City Manager, the City Attorney, and the City Clerk.

The City strives to maintain its distinct sense of community values to foster an environment of innovation, resiliency, sustainability, and inspiration.

The City's mission is to be committed to ensuring an optimal quality of life for the community by protecting its beaches and family-friendly environment while being respectful of its history.

The City provides a traditional range of services, including fire protection and emergency medical service; maintenance of parks, streets, beaches, and infrastructure; planning and zoning; recreation services and amenities; library; wastewater collection; reclaimed water; and stormwater drainage management.

The City has 130 FTEs and a total FY2022 Budget of \$59.9 million, which includes a General Fund of \$24.9 million.

THE DIVISION

The Building Division's mission is to protect the lives and safety of the public, preserve quality of life, and contribute to the economic development through the interpretation and enforcement of Florida Building Codes and City Ordinances. A priority is to provide polite, prompt, and professional service to the community and to demonstrate honesty, integrity, and fairness in all aspects of its responsibilities.

The Building Division is part of the Community Development Department, along with the Parking & Transportation and Code divisions, and is responsible for performing plans reviews, field inspections, and permitting for all residential, commercial, and industrial construction within St. Pete Beach.

Programs within the Building Division include:

Building Plan Review and Inspections: Duties include plan review of construction drawings and onsite field inspections for compliance with applicable Florida Building Codes and City Ordinances. Other inspections include seawalls, docks, and landscape. The Division issues Certificates of Occupancy and Certificates of Completion and is responsible for coordinating inspection services of a private provider.

Pre-Construction and Development Meetings: Meets with developers, architects, engineers, and contractors to assist in the planning stages of future construction projects to help move forward the economic development in the community.

Business Tax / Contractor Licensing: Responsible for licensing of all business operations within the City of St. Pete Beach. This includes the collection of taxes, registration, inspections of businesses, and contractor registration. Other duties include the registration of businesses outside the city limits, issuance of solicitation, vehicle for hire permits, and water sports permits.

Hurricane Re-Entry Passes: Issue passes for re-entry into the city after a hurricane.

The Division is working on closing out expired permits by the reinstatement of fees and final inspections and the implementation of a new building software, which will provide more efficient customer service.

THE POSITION

The Building Official performs advanced professional and administrative work directing and managing the building and development code permitting and inspection processes. This position reports to the Community Development Director.

Responsibilities include:

- Serves as technical advisor to the Department Directors, City Manager, and the Board of Adjustment with respect to construction and development issues.
- Represents the City administration at public meetings and conferences with respect to building construction issues.
- Approves all construction permits and reviews plans for compliance with code and other City regulations to include the Land Development Regulations.



- Confers or corresponds with contractors, tradespersons, and the general public as necessary to advise them on construction requirements and other building-related codes.
- Serves as an advisor to boards and committees on building and related code requirements; makes presentations to City Council and other governmental agencies relating to building code compliance.
- Maintains records and provides reports, as required by applicable law and the City, of all building, electrical, plumbing, mechanical, gas, and miscellaneous permits; and maintains records of certification and licensing of all contractors.
- Recommends alterations and amendments to code sections governing building and related trades.
- Supervises the work of assigned employees and support staff to assure conformity with pertinent City codes, ordinances, and statutes.
- Assists in preparing the departmental budget; makes procedural and operational recommendations; and monitors expenses for budgetary compliance.
- Complies with FEMA regulations and participation in the CRS program.
- Meets with design professionals, homeowners, developers, and contractors

for permitting, inspection, and plan review issues.

- Performs related tasks as required.

The selected candidate will have a comprehensive knowledge of the principles and practices of building, electrical, plumbing, and mechanical code enforcement, as well as a thorough understanding of building, construction, engineering, and structural engineering principles and practices.

Must have the ability to plan, direct and coordinate the various phases of inspection services and plan and supervise the work of subordinates.

The Building Official will be required to present facts and recommendations effectively in oral and written form. The ability to demonstrate firmness and tact in enforcing codes and ordinances is essential.

The ideal candidate must have the ability to establish and maintain effective working relationships with associates, government officials, building owners, contractors, and the general public. The selected candidate will be diplomatic, politically astute, and able to manage conflict in a respectful and positive manner.

Requirements include any combination of education and experience equivalent to graduation from an accredited community college with major course work in engineering, planning, architecture, or related field and extensive experience in building code enforcement and inspections work.

A Florida Department of Business & Professional Regulation Building Code Administrator license is required. Must be a Certified Floodplain Manager or have the ability to acquire the credential within one year. Plans Examiner license and plan review experience preferred.

COMPENSATION

The salary range is \$76,055.20 - \$115,040.60; starting salary is dependent upon qualifications and is accompanied by a competitive benefits package. The State of Florida does not have a state income tax.



TO APPLY

If interested in this outstanding opportunity with the City of St. Pete Beach, visit www.srnsearch.com to apply online. Position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of St. Pete Beach. Candidates will be advised of the status of the recruitment following the selection of the Building Official. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The City of St. Pete Beach is an equal employment opportunity employer, committed to a drug-free workplace, and abides by Florida Veterans' Preference.

Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.

