

**Building Committee Member
Town of Beverly Shores
Job Description**

Job Title

Building Committee Member

Department

Building Department

Description of Work

Supervision Received

Works with the Building Commissioner
Determinations are subject to review by the Board of Zoning Appeals

Typical Duties Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- The Committee shall: Review and approve applications for Building Permits and advise and assist the Building Commissioner in carrying out his or her duties under the Code. An affirmative vote of the majority of the Committee shall either approve, request further information, or disapprove applications for building permits for new single-family dwellings and any commercial structures.
- Members shall: Attend all regular and special meetings of the Building Committee; Review building permits and applications for permits; and Vote on all necessary matters.

Position Requirements

Appointment by Council

Education

Shall either be a registered architect, registered professional engineer, or other qualified person as determined by the Town Council.

Special Knowledge, Skills, or Abilities

- Critical thinking
- Analytical skills
- Decision making
- Good judgment
- Effective public speaking
- Ability to read and understand Town Ordinances
- Ability to interpret information and documentation
- Ability to communicate with the public
- Ability to work in a collaborative manner