



BUILDING OFFICIAL

Building Department
City of Bartow, Florida

Annual Salary:

\$104,636 - \$180,024 DOE/DOQ



Are you an experienced Building Official who can balance technical construction expertise with exceptional customer service while leading permitting and inspection services for a growing Central Florida community? If so, apply to become the City of Bartow's next Building Official!

We're looking for a Building Official who:

- Has extensive knowledge of building construction, permitting, and inspection standards
- Is customer-focused with strong technical building construction and code compliance knowledge
- Is an approachable leader with outstanding interpersonal skills
- Understands the value that building permitting and inspection services play in supporting safe development, economic growth, and quality of life for the community

Polk County's Capital City – read on to learn more about this exciting opportunity!

Executive Recruitment
Provided by



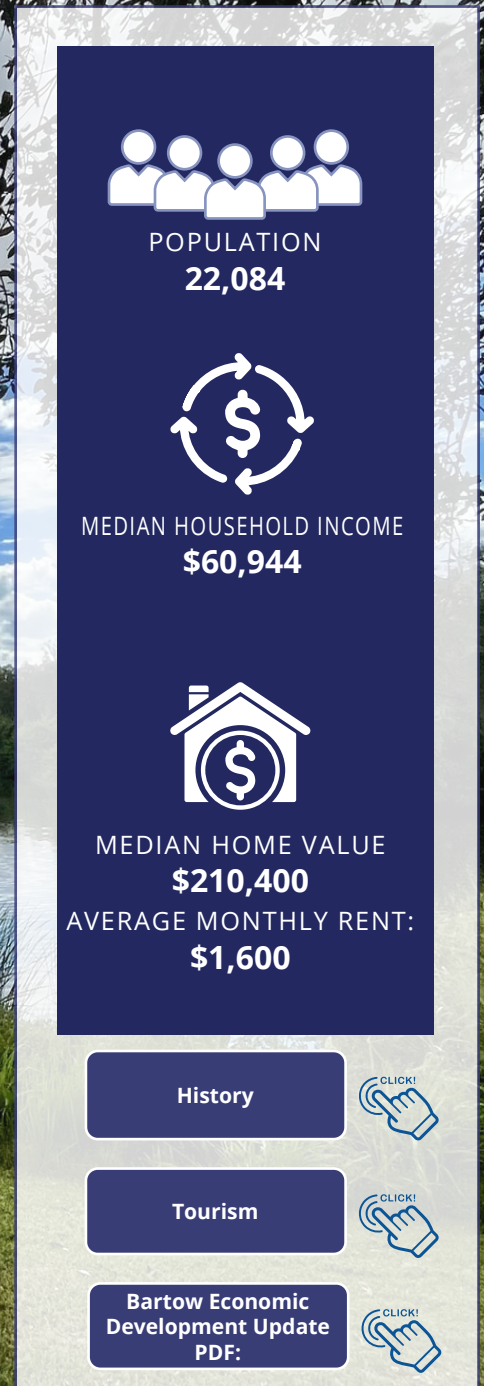
ABOUT THE COMMUNITY

Bartow is a city of roughly 22,000 residents and serves as the county seat of Polk County. Known as the “City of Oaks and Azaleas,” Bartow combines the charm of a historic town with the resources of a regional government hub. The City is home to numerous county, state, and federal offices, including the Florida Department of Transportation’s District One headquarters. Bartow is experiencing a resurgence in community development including startups, housing, , commercial development/redevelopment, tourism, and industrial project investments.

Located at the crossroads of US-98, State Route 60, and US-17, Bartow is less than an hour from both Tampa and Orlando International Airports and the Port of Tampa. Within a short drive are some of the world’s top attractions, including Disney World, Legoland, and Busch Gardens.

Bartow residents enjoy a variety of cultural and recreational opportunities, from annual arts and craft festivals to historic downtown events, a local craft brewery, and the Florida Historic Golf Trail. Outdoor enthusiasts can explore the Mosaic Peace River Park, Circle B Bar Reserve, and over 550 freshwater lakes across Polk County. The Fort Fraser Trail provides more than seven miles of paved pathway linking Bartow to Lakeland.

Bartow’s schools are consistently recognized among the best in the region. Bartow High School hosts a nationally ranked International Baccalaureate program, and Summerlin Academy offers a rigorous military-style curriculum. Opportunities for higher education are also close by, including Florida Polytechnic University and Polk State College.



GOVERNANCE & ORGANIZATION

Bartow operates under a Commission form of government. The five-member City Commission serves as the policymaking body, while the City Manager directs daily operations. Two Commissioners are elected at large and three by district, with no term limits. The Commission also appoints the City Attorney and City Manager as Charter Officers.

The City provides a broad range of municipal services including police, fire, utilities, public works, permitting and inspections, parks and recreation, library services, and more. Bartow employs approximately 336.5 staff and operates with an FY 2026 budget of \$136.4 million for all operating and capital budgets, excluding transfers.

THE JOB

Reporting to the Assistant City Manager – Community Development & Neighborhood Services, the Building Official performs managerial, administrative, and supervisory work directing the City's Building Department, including complex professional and administrative work in planning, organizing, permitting, and inspection services.

The Building Official manages resources to meet established production standards and service levels and resolves related customer inquiries and complaints. Direct reports include a Building Inspector and Permit Specialist. The position works closely with the Code Compliance & Neighborhood Services Director and Planning & Development Director.

The new Building Official will:

- Administer departmental policies, procedures, goals, priorities, and work plans
- Review commercial and residential building plans for compliance with Florida Building Codes, the National Electrical Code, and City codes and ordinances
- Meet with contractors, developers, and property owners to discuss and interpret applicable codes and ordinances
- Advise management and employees regarding Building and Code Enforcement matters
- Supervise, evaluate, mentor, and develop departmental staff
- Ensure compliance with applicable federal, state, county, and funding regulations

FULL JOB DESCRIPTION



DEPARTMENT STRUCTURE

The Building Department provides:

- Building permits
- Electrical permits
- Plumbing permits
- Mechanical permits
- Inspections for all permitted work
- Safety inspections required for utility activations



NUMBER OF EMPLOYEES

3

including the Building Official



FY 2026 DEPARTMENT BUDGET:

\$943,955

KEY PROJECTS/CHALLENGES & OPPORTUNITIES

- **Building & Code Enforcement Software Implementation:** The Department will transition to a new permitting software system expected to include Building, Code Enforcement, and Fire Inspection services. The new Building Official will play an important role in evaluating, selecting, and implementing the new enterprise software system.
- **Transition from Contracted to In-House Services:** Bartow has historically provided Building Official services through a contracted service model and is transitioning to a full-service in-house model. The new Building Official will play a significant role in establishing internal work processes, policies, and practices.
- **Community/Development Growth:** Bartow continues to experience strong development activity. The City reported 1,287 building permits issued through June 1, with more than 2,500 projected by fiscal year-end. The City also reported 210 new homes through June 1 and projected approximately 300 new homes by the end of the fiscal year.



IDEAL CANDIDATE

The City of Bartow seeks a progressive, customer-focused Building Official who combines strong technical building construction and code compliance knowledge with approachable leadership and outstanding interpersonal skills. The successful candidate will understand the critical role permitting and inspection services play in supporting safe development, economic growth, and quality of life.

The Building Official should possess extensive knowledge of construction, permitting, and inspection standards while maintaining a solutions-oriented approach to customer service. The City seeks an open, honest professional who communicates clearly, delegates effectively, leads by example, embraces Best Management Practices, develops efficient work processes, and promotes continuous service improvement. The successful candidate should be comfortable mentoring staff and building positive relationships with public officials, residents, contractors, architects, engineers, developers, and business owners.

EXPERIENCE & QUALIFICATIONS

Required:

- Minimum of four years of higher education in construction, engineering, architecture, building technology, or a related field
- Minimum of 10 years of progressively responsible professional public experience in Building Inspection, Design, Construction, or a related field; alternatively, up to five years of post-secondary construction education combined with work experience totaling 10 years
- Five years of supervisory experience in a senior capacity
- Florida Department of Business and Professional Regulation-mandated as a Building Code Administrator within six months following appointment. Candidates who do not presently possess the Florida Building Code Administrator license are encouraged to review the educational and experience requirements at: <https://www2.myfloridalicense.com/building-code-administrators-and-inspectors/>
- Possession of, or ability to obtain and maintain, a valid Florida Driver's License
- An equivalent combination of relevant education and experience may be considered

Preferred:

- Additional certifications related to Building Code Inspector, Plans Examiner, Roofing Inspector, Residential Plans Examiner, Modular Plans Examiner, Construction Management, or related areas
- Experience presenting before boards and commissions



SALARY & BENEFITS

Compensation: \$104,636 - \$180,024 DOE/DOQ

Retirement: Participation in the City's Defined Benefit Retirement Plan with a 4% employee contribution, plus an optional 457 deferred compensation plan

Insurance: Medical, dental, vision, and life insurance coverage; pre-tax spending accounts; and additional options for accidental death, dismemberment, and long-term disability

Paid Leave: 19 days Paid Time Off (PTO), 3 personal days, sick time, and 12 paid holidays

Vehicle & Cell Phone: Provided by the City

HOW TO APPLY

[Apply Here](#)



For more information on this position, contact:

**Doug Thomas, Executive Vice President, Recruitment & Leadership Development
Strategic Government Resources**

DouglasThomas@GovernmentResource.com | 863-860-9314

The City of Bartow is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check. Pursuant to Florida law, all applications are a public record once submitted and available for disclosure upon receipt of a public records request.