

**MAJOR FUNCTION**

This is highly responsible administrative, professional, technical and supervisory work involving the general administration of the processes established to implement the building codes adopted by the State of Florida and the City Commission. The incumbent supervises the daily operations of the Building Inspection Division plans review and inspection functions that may include clerical, technical and professional staff. The incumbent also carries out day-to-day technical and professional responsibilities related to development review and permitting and land development regulations. The incumbent is expected to exercise considerable independent judgment and initiative in planning and performing work activities. Work is performed under the general direction of the Building Official and is reviewed through observation, reports, conferences and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises staff engaged in providing building permit review and inspection services for the Building Inspection Division. Presents perspective of developers/consultants to City staff. Identifies problems and suggests improvements to permitting processes and land development regulations. Coordinates citizen committees. Prepares agenda items and makes presentations to appointed and elected boards and/or commissions. Serves as a general resource to the public, developers, consultants, contractors and City staff to ensure that developments are in compliance with the long-range objectives of the Land Development, Building and Environmental Codes as set forth by the State of Florida, City Commission and the community. Mediates and resolves disagreements between the development community, neighborhood associations, community organizations, and the City's technical staff. Educates internal and external customers on construction and development regulations, as well as many other aspects of project development, design and construction. May serve as the Acting Building Official during any absence of the Building Official. Recommends the hire, promotion, transfer, discipline, grievance resolution or dismissal of supervised personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs assigned work as directed by the Building Official and/or the Department Director. Performs related work as assigned.

**Other Important Duties**

Attends and represents the division at staff meetings, conferences, seminars, workshops, variance boards, public hearings and the Municipal Code Board meetings, as appropriate. Conducts special projects as assigned by the Building Official or Department Director. Schedules staff to attend developmental opportunities. Assists in the development and administration of the unit's operating budget. Serves as the Emergency Coordinating Officer for the department. Performs related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge, Ability, and Skills**

Considerable knowledge of Florida's growth management legislation, building codes, construction licensing regulations, local land development regulations, local permitting processes, policies and procedures. Knowledge of engineering, architecture, surveying, and construction practices. Some knowledge of local land development and building construction trends and practices, as well as general land use principles. Ability to demonstrate tact, discretion, and persuasion in the handling of difficult situations. Ability to interpret technically complex building code and land development regulations and explain them in a clear and concise manner. Ability to manage projects and set appropriate priorities. Ability to effectively communicate, both orally and in writing. Ability to establish and maintain effective relationships with developers/consultants and City staff. Ability to apply the

principles and practices of organization, personnel, and financial management. Ability to speak effectively in public. Ability to compose correspondence and perform other administrative tasks. Ability to supervise assigned staff in a manner conducive to high performance and good morale. Skill in the operation of microcomputers and the associated software and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in urban and regional planning, public administration, architecture, engineering, building construction management or a related field and six years of professional experience in building construction, building inspection, public administration or land development; or an equivalent combination of training and experience. Five years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess at the time of application a valid license as a Building Code Administrator, a Standard Inspector, and a Standard Plans Examiner issued by the State of Florida, Department of Business and Professional Regulation.

Must possess a valid Class E State driver's license.

Established: 02-05-04  
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03-14-18