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.

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03-14-18