

MANAGER, CONSTRUCTION LICENSING BOARD

Job Code	Pay Grade
01466	SM6

Nature of Work

This is advanced investigative and administrative work in the enforcement of the Pinellas County Construction Licensing Board (PCCLB) Special Act regarding complaints against licensed and unlicensed contractors. Work includes supervising professional employees engaged in violation investigations and enforcement of federal, state and local laws, ordinances, codes and regulations supervising or coordinating field investigators, programs, complaints, or dispute resolution, and analyzing and taking administrative action to resolve issues of non-compliance by licensed parties to include compliance with the Florida Building Code. Work involves coordinating and planning activities with a high level of independence, and the compilation and reporting of data related to the work performed, supervised, or coordinated. The position reports to the Director or designee.

Minimum Qualification Requirements

- High school or vocational school graduate and 6 years' experience in building/construction code compliance/enforcement related investigator work which includes 4 years of supervisory experience: or
- An equivalent combination of education, training, and/or experience that meets eligibility requirements according to one of the criteria of FS 468 to take the examination for certification as a Building Code Inspector.
- Applicant must secure and continually maintain a valid certificate as a State of Florida Building Inspector in accordance with the requirements of FS 468 within 18 months of employment.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Depending on area of assignment, CLOAF (Construction Licensing Officials Association of Florida) certification may be required.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Analyzes complaints for validity and prioritization for action.
- Coaches and mentors investigators for quality and consistency of best practices.
- Participates in complex investigations and participates in final review of completed investigations.
- Coordinates work loads of investigators.
- Coordinates the training of investigators.
- Audits work and inspections of investigators.
- Investigates complaints for consumer harm and recommends referrals to Consumer Protection/State Attorney.
- Acts as liaison to share investigational data with other agencies including the Pinellas County Sheriff's Office and local law enforcement.
- Presents evidence prepared against licensed contractors for presentation at licensing board hearings.
- Coordinates and assists the County Attorney with preparation/presenting cases at special magistrate hearings as needed.
- Coaches investigators in notifying and/or citing individuals who are in violation; explaining law and attempts to achieve compliance for purposes of quality and consistency.
- Audits all advertising media for compliance with state and county laws and notifies management of situations needing special attention or changes in business model.
- Performs other related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of Florida and Pinellas County construction licensing laws, rules and ordinances as applied to the building and construction industry.
- Knowledge of investigatory techniques and procedures.
- Knowledge of workers' compensation and liability insurance requirements as they apply to licensed contractors.
- Knowledge of basic building codes.
- Knowledge of standard construction and home improvement practices.
- Knowledge of construction plans, contracts, surveys, inspection reports and other related documents.
- Knowledge of basic permitting and inspection processes.
- Skill to act independently to achieve and execute the goals of the PCCLB.
- Ability to apply computer applications and software.
- Ability to explain, interpret, and enforce codes and regulations firmly, tactfully and impartially.
- Ability to present ideas effectively, both orally and in writing.
- Ability to research legal records.
- Ability to interview, ask questions, gather and evaluate information, and research documents.
- Ability to initiate contact with the general public presenting an attitude of diplomacy, impartiality, empathy, and sound judgment.
- Ability to comprehend evidence, intelligence gathering, and legal analysis techniques.
- Ability to prepare and present oral and written reports in an accurate, concise, and grammatically correct manner.
- Ability to work with other government agencies in the execution of the duties of the Pinellas County Construction Licensing Board.

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4/18	Professionals	Exempt