

DIRECTOR, CONSTRUCTION LICENSING BOARD

Job Code	Pay Grade
01468	SM2a

Nature of Work

This is highly professional, administrative and supervisory work directing and coordinating functions and operations of the Pinellas County Construction Licensing Board (PCCLB). An employee in this position is responsible for the administration of a contractor certification program in accordance with state and local Certification Laws. Provides departmental oversight and direction in response to inquiries from the Board and the County Administrator, to ensure they are consistent with County policies and goals. Work involves the certification of new applicants, renewal and recertification of licensed applicants, and enforcement of disciplinary actions and/or violations against licensed or unlicensed contractors which can result in civil or criminal trial cases. The incumbent is required to establish and maintain highly essential and positive communication and work relationships with officials, the general public, and workforce. The incumbent is given considerable latitude and exercises professional judgment in the performance of tasks. Work is reviewed by the Board and the County Administrator or designee through meetings, conferences, reports, and observation of program effectiveness and performance.

Minimum Qualification Requirements

- Bachelor's degree with major course work in Criminal Justice, Business Administration, Public Administration or related field; and
- Building Code Administrator (Building Official) certification issued by the State of Florida Department of Business and Professional Regulation; and
- At least 10 years of experience in building code enforcement work which includes 5 years of experience in general contracting and contractor certification work including 3 years of experience in the supervisory aspects of the work; or
- An equivalent combination of related training, education, and experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsements, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Confers with violators and explains corrective action necessary for voluntary compliance.
- Provides departmental oversight and direction in response to inquiries from the Board of County Commissioners, the media, and the public to ensure they are consistent with County policies and goals.
- Prepares evidence for prosecutions in civil court, criminal court, and Board and local hearings.
- Makes recommendations to Board relative to amendments of the State Certification Laws and the PCCLB Special Act.
- Assists subordinates and Building Officials in achieving administrative and/or legal remedies for certification violations.
- Directs the preparation and management of the budget for the PCCLB.
- Maintains records reflecting violations issued, current contractor and journey level certifications, insurance bonds, voluntary compliance and related information.
- Trains and supervises subordinate personnel.
- Documents grades attained by applicants for certification.
- Processes and examines applicants for compliance with experience requirements, financial responsibility standards, credit reputation, educational equivalency, and submission of satisfactory evidence of public liability insurance and surety bond.
- Performs related work as required.

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Knowledge, Skills, and Abilities

- Knowledge of contractor certification requirements.
- Knowledge of Building Construction principles and practices.
- Knowledge of modern business methods and procedures.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Knowledge of public administration techniques and principles and practices.
- Knowledge of the possible and actual flaws and defects in Building Construction.
- Skills in supervisory and interpersonal communication.
- Ability to work with County and municipal departments to seek code compliance.
- Ability to enforce, explain, and interpret codes, statutes, and regulations.
- Ability to assist and/or manage in the preparation of PCCLB trial cases.
- Ability to perform legal research.
- Ability to coordinate and supervise the work of subordinate personnel.
- Ability to work with citizen complaints regarding construction contracting.
- Ability to express ideas and findings effectively in both oral and written form to various groups and the general public.
- Ability to apply computer applications and software.
- Ability to analyze and solve problems and render advice and assistance on each.

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Created	EEOC Code	Overtime Code
04/18	Officials & Managers	Exempt