



## **Manager, Construction Licensing Board**

**Category:** Exempt  
**Pay Grade:** E23  
**Job Code:** 01466

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs 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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Six (6) years' experience in building/construction code compliance/enforcement related investigator work which includes four (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.

### **Special Qualifications (May be required depending on area of assignment):**

- 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.

### **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.

## PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.

- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable work environment.