



Building Services Division Manager

Category: Exempt
Pay Grade: E29
Job Code: 10276

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 highly professional, administrative and supervisory work in directing the review and issuance of permits relative to the requirements of the Florida Building Code including, but not limited to, construction, alteration, and repair of buildings and other structures. An employee in this class is responsible for direction and supervision of professional and technical personnel in the review of applications submitted to the County for all phases of construction for compliance with ordinances regulating land development and permitting of physical development; and inspection of programs relative to construction, alteration, and repair of all buildings in the unincorporated areas of the county and in municipalities under contract to determine compliance with established, required standards of construction and safety set forth by County building codes and ordinances. This position serves as the designated Pinellas County Building Official. Work involves a significant amount of public contact dealing with the resolution of complex permitting, development, and redevelopment issues. Duties include responsibility for interpreting and making recommendations for changes in the provisions of ordinances, regulations and policies effecting the regulation of growth and physical development. Considerable independent judgment is exercised in performing the duties of this position. Decisions of the incumbent on disputes and technical problems are usually final but may be appealed. The position reports to a Director or Senior Administrator.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, directs, supervises and coordinates all departmental activities and personnel in Building Services;
- Provides overall leadership and management of operations relating to building permits, reviews, inspections, and unpermitted/unlicensed, unsafe structures;
- Resolves code disputes among various parties related to code and county ordinance compliance;
- Directs the preparation of the budget for Building Services;
- Develops or aids in the development of new policies, regulations and ordinances related to development, redevelopment, and issuance of permits;
- Administers procedures, policies, regulations and ordinances as directed by the County Administrator or designee;
- Seeks out new business models for permitting and inspections to reduce cost and increase level of service;
- Aligns the departmental operations with the County's Strategic Plan, Mission, Vision, and Values;
- Coordinates with Business Technology Services (BTS) regarding the implementation of ACCELA;
- Confers with technical engineering and reviews plans and specifications for land development;
- Confers with Floodplain Administrator, or designee for, on matters pertaining to the County Floodplain ordinance and FEMA regulations;
- Interacts with other municipal officials for concurrence requirements relative to county provided services;
- Prepares and delivers speeches to business, professional, civic and neighborhood groups and associations;
- Confers and corresponds with architects, building owners, and contractors concerning questions arising in checking of plans;

- May serve as Board member of the Pinellas County Construction Licensing Board and various subcommittees;
- Proposes fee changes to the County Administrator;
- Provides recommendations on long range planning and policy development to promote sound growth management in Pinellas County;
- Ensures compliance with managed growth controls and regulations;
- Ensures compliance with building, mechanical, electrical, and plumbing regulations;
- Maintains contacts with County, municipal officials and the general public to define mutual planning problems and to effect uniformity beneficial to development and/or redevelopment;
- Presents material to the Board of County Commissioners, Forward Pinellas (MPO), County Administrator, other officials and officials' boards;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Current, valid certification as a Building Official by the State of Florida Department of Business and Professional Regulation, and eight (8) years technical, administrative, and leadership experience in land development, structural engineering, architecture, plan review, or related field that includes two (2) years supervision; or Associate's degree with major course work in urban planning or engineering and six (6) years' experience as described above; or Bachelor's degree and four (4) years' experience as described above; or an equivalent combination of education, training, and/or experience.

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

- 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.

Knowledge, Skills and Abilities:

- Knowledge of modern building construction practices, methods, systems, materials, and equipment;
- Knowledge of local, state, and federal building, plumbing, roofing, electrical and mechanical codes, ordinances, and related regulations;
- Knowledge of modern developments, current literature, and sources of information in the field of building construction and inspection;
- Knowledge of development codes, regulations, ordinances and policies;
- Ability to apply computer applications and software;
- Ability to supervise and coordinate the work of skilled technical, professional, and clerical workers performing varied tasks in specified area of assignment;
- Ability to read and interpret plans, blueprints, and specifications to determine conformity with established regulations and skilled techniques for the field inspection of buildings and other structures;
- Ability to prepare and present technical reports as required;
- Ability to enforce regulations with firmness, tact and impartiality;
- Ability to establish and maintain effective working relationships with subordinates, superiors, County departments, community officials, contractors, builders, citizens, state and federal officials;
- Ability to recommend, prepare or assist in the preparation of new rules and regulations affecting building code requirements;
- Ability to interpret and administer, within delegated authority, applicable legislation, rules and regulations;
- Ability to recommend, prepare or assist in the preparation of new rules and regulations affecting land development;
- Ability to present ideas and findings clearly and concisely to the public, various civic organizations, committees and panels;
- Ability to coordinate and supervise special research projects and provide recommendations in documented written form;

- Ability to speak extemporaneously on subjects related to land development codes, processes and procedures, permitting, zoning, growth and development.

PHYSICAL/MENTAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **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.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **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 an environment where errors can lead to significant physical or mental consequences for self or others.