



## **Division Manager, Development Review Services**

**Category:** Exempt  
**Pay Grade:** E29  
**Job Code:** 10278

*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 responsible administrative, managerial, and supervisory work supporting the compliance program relative to the construction, alteration, and repair of buildings and other structures as well as compliance with all phases of the Comprehensive Growth Management Plan and associated land development ordinances; supports the director in the supervision and oversight of the inspection program relative to the construction, alteration, and repair of all buildings in the unincorporated areas of the County, and in municipalities under contract to determine adherence to required standards of construction and safety as well as zoning requirements set forth by the County building codes and ordinances; supports in the direction of the Development Review Services section responsible for all phases of zoning review, site plan reviews, land development and growth management, permitting, and attendant ordinances.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assists in supervision and coordination through subordinates the enforcement of building construction codes, zoning and permitting, land development and regulated regulations;
- Confers with technical engineering and other technical and professional personnel and reviews plans and specifications for industrial, commercial, and residential construction, and for the alteration and renovation of such structures;
- Confers and corresponds with architects, building owners, and contractors concerning questions arising in checking of plans;
- Maintains currency in building, electrical, plumbing and zoning, permitting, land development and growth, planning regulations concerning new developments in the construction field and, when necessary or advisable, guides staff in preparation of draft of revisions for County codes;
- Assists and supports the establishment of suitable training programs for staff;
- Assists in the preparation of complaints for legal action against violators or ordinances and confers with Legal Department regarding interpretation of regulations;
- Ensures compliance with managed growth controls and regulations;
- Writes performance evaluations, advises/assist in and issues disciplinary actions, handles employee complaints, and recommends the hiring, termination, and promotion of staff;
- Acts as Bureau Director, Building & Development Review Services in the absence of the director;
- Prepares and presents material and reports to the Board of County Commissioners, Pinellas Planning Council, County Administrator, and other officials and boards;
- Assists in preparation of budgets for the department for submission to County Administrator;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Eight (8) years of technical, administrative, and management experience supporting highly complex building requirement compliance relative to the construction, alteration, and repair of buildings and other structures as well as compliance with public laws, rules, regulations, and ordinances for land development and building that includes two (2) years of supervision, or eight (8) years of experience of highly responsible professional experience in building inspection, construction, or design that includes two (2) years of supervision; or an Associate's degree in structural engineering, civil engineering, architecture, or a related field and six (6) years of experience as described above; or a Bachelor's degree and four (4) years of 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 endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain certification as a Building Official by the State of Florida Department of Business and Professional Regulation within 6 months of appointment.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of modern building construction practices, methods, systems, materials, and equipment;
- Knowledge of County and other construction codes and related laws and regulations;
- Knowledge of current literature, trends, and developments in the field of construction inspection and code enforcement;
- Ability to apply computer applications and software;
- Ability to supervise and coordinate the work of a group of skilled technical, professional and administrative workers performing varied inspection-related tasks and to establish and guide related clerical procedures;
- Ability to read and interpret plans, blueprints, and specifications to determine conformity with building regulations and to establish 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 contractors, builders, fellow employees, and the public.

## 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.