



Building Division Chief

Category: Classified/Excluded
Pay Grade: C31
Job Code: 12190

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

This is highly advanced technical work with considerable administrative responsibility in directing the work of commercial and residential plans examination or directing the work of building construction inspection. Depending on area of assignment, an employee in this classification plans, assigns, directs, and supervises the work of inspectors engaged in inspecting and testing of building/electrical/mechanical/plumbing construction and installations or plans examiners reviewing work of commercial and residential construction documents for compliance with the building, life safety, accessibility and energy codes, and flood regulations, throughout the unincorporated areas of the county. The principal function of the incumbent is to ensure activities adhere to construction/plan examination specifications. The incumbent gives primary emphasis on the appropriate administration of all technical aspects as they apply to inspection, plans examination, and review process. Although an incumbent may refer important problems or policy matters to a superior for advice, the employee works with considerable independence in directing work activities and is afforded considerable latitude for the use of technical discretion and judgment. The incumbent reports to the director or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns, directs, and reviews the work of Inspectors or Plans Examiners; gives assistance and advice on difficult and unusual problems when necessary;
- Confers with superior on general policies related to departmental policy, special assignments, and related matters;
- Explains and interprets building specifications/building codes to contractors, architects, engineers, municipal staff and other interested parties;
- Prepares and maintains technical records and reports;
- Explains and enforces the flood protection and flood plain management, regulations and ordinances;
- Reviews, analyzes, and improves existing processes and procedures;
- Participates in collaborative labs in order to ensure compliance purposes;
- Develops and implements consistent training protocol for Accounts Receivable staff;
- Acts as director in his/her absence;
- Performs plan review as required;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED); Depending on area(s) of assignment, employee must possess valid certifications as a Building Inspector and Plans Examiner/Electrical Inspector/Mechanical Inspector/Plumbing Inspector as recognized by the State of Florida plus six (6) years of experience as a building/electrical/mechanical/plumbing inspector, trades foreman or contractor that includes 1 year of lead worker, supervision or supervisory training; or must possess above certifications as recognized

by the State of Florida with accreditation as a registered architect or engineer combined with one (1) year of directly related 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.
- Employee to maintain designated certifications and continuing education as required by the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of personnel rules, county and departmental policies as they pertain to the division;
- Knowledge of the methods and practices involved in building construction/plans examination and of standard testing devices;
- Knowledge of possible defects and faults in construction and of effective corrective measures;
- Knowledge of and ability to interpret the commercial and residential building, life safety, accessibility and energy codes, and flood regulations;
- Knowledge of the material and methods used in building construction, and of the stages of construction when possible defects and violations may most easily be observed and corrected;
- Knowledge of and ability to interpret applicable zoning and land use codes including those of municipalities including Federal Emergency Management Agency (FEMA) and local flood regulations and ordinances;
- Knowledge of the codes and regulations governing building construction in the county;
- Skill in enforcing code/permit regulations with tact and uniformity;
- Ability to apply computer applications and software;
- Ability to read and interpret construction documents and to recognize deviations from such documents in building construction and installation processes;
- Ability to answer inquiries regarding permits, requirements, fees, and overall permit processes;
- Ability to diagnose defects and hazards in new and existing building construction;
- Ability to discuss and effectively communicate, commercial construction and design methods relating to the codes, with architects, engineers, contractors, department personnel, municipal officials, and customers;
- Ability to read and interpret complex commercial and residential building drawings and related documents;
- Ability to identify, and recognize code violations; solve problems or recommend solutions to management;
- Ability to plan, assign, supervise and review the work of a staff engaged in inspecting building construction and reviewing construction documents;
- Ability to complete the continuing education required by the state.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly 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.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- 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.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.