



Open Until Filled

Chief Building Official



city of
PALM COAST



The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/ bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.



The Department

The Community Development Department has a wide variety of functions that serve both our citizens and business customers. The work groups of the Department include: Building, Code Enforcement, and Planning. The Department has staffing of 56 full-time equivalents and an annual operating budget of \$6.45 million. The Department also interacts regularly with the Palm Coast Business Assistance Center to help businesses navigate the regulatory environment.

This Department administers building codes, the City's Code of Ordinances, the City's Comprehensive Plan, and the City's Land Development Code to ensure development and property complies with all applicable City, State and Federal code and regulatory requirements. This Department is forward thinking when using technology to more efficiently deliver services with most processes offered electronically and/or automated. This Department also helps the City formulate its vision and plans for the future and ensure the built environment supports those visions and plans.



The Position

The City of Palm Coast is seeking an experienced, innovative leader who can think strategically and thrive in a collaborative, problem-solving environment. The Building Code Administrator/Chief Building Official (CBO) will be passionate about building for the future of Palm Coast and fostering a "Business Friendly" environment while maintaining code compliance. As part of the Community Development Department, this position articulates expectations, develops strategy, analyzes and evaluates results to drive improvements to the City's building development processes.

The CBO will lead and inspire a team of administrative staff, building technicians, building inspectors, and plans examiners. From developing long-term strategies for continuous improvement of the development process to addressing the day-to-day development challenges and troubleshooting customer services issues, this position will help facilitate the development process and help the City realize its vision for the future.

Key Duties and Responsibilities

- Administer the Building work group to ensure compliance with all applicable code and regulatory requirements regarding new and existing construction for both residential and commercial structures throughout the City.
- Develops and implements a customer-focused culture providing emphasis on creating user-friendly processes and providing support to other City initiatives such as the Business Assistance Center, Innovation District, and Smart City.
- Plan, organize and implement Building work group goals, and coordinate and integrate all activities toward achievement of established goals and objectives;
- Participate in the development, implementation and control departmental budget; ensures all functions are performed within established budgetary parameters.
- Communicate with the public, developers, contractors, architects, City Council, Department Heads and State and County Public Officials for the dissemination of information, the resolution of technical problems, and to facilitate development activities.
- Maintain current knowledge of trends and regulatory developments; provides technical plans review and interpretation of the various codes for which the building work group is responsible to enforce.
- Receive, respond and provide resolution to escalated inquiries and concerns from the general public, business community, City Officials, and other departments regarding building related issues; attends and provides presentations as needed to various committees, boards and related building interests groups.
- Direct responsible professional, technical, managerial, and administrative work over information systems and communications systems throughout the City.

Opportunities and Challenges

Providing great customer service while maintaining the balance between the highest level of professional review services for all development submittals and building permitting applications are of utmost importance to our City Council and the building and development community at large. The selected candidate will need to understand where that balance point is between these services and must be able to demonstrate that to the management staff so that each of these important service levels is accomplished to the highest standard.

This division is driven to serve our customers and citizens in a customer friendly and engaging environment combined with innovative technology. Customers and citizens are currently enjoying innovative technology such as: electronic submittal of permits, electronic simultaneous reviews, online plan review comments, online fee payments, inspections through tablets and resulted in real time, automatic notifications to applicants, etc. Advancing our customer base technology, such as the use of text inspection request or the use of GPS technology for scheduled inspections, is essential in providing optimal customer service.

Engineering, Planning, Stormwater and Utility reviews and site infrastructure inspections are important functions during the development process. Coordination and collaboration with staff are essential to ensure inclusion in the earliest stages of the development review process and seamless process for developers. The desired candidate should exhibit the ability to work across functional areas to ensure that the review and inspection process stays on target.

This position will be expected to thrive in a team environment, not only leading a team of dedicated professionals, but also working with the development community to help facilitate the development process. Efforts need to be improved in working with the development community in a collaborative problem solving approach. The CBO will need to communicate and coordinate with applicants, contractors and other stakeholders to ensure that the City's efforts related to building development activities are aligned with City Council and departmental goals.

This division is driven to serve our customers and stakeholders in a customer friendly and engaging environment. It is imperative that the City continuously pursue opportunities for improvements of the development process and work with applicable Stakeholders to resolve day-to-day challenges. As an active member of the Home Builders Association and the Flagler County Association of Responsible Development, the CBO will and is expected to work with these professionals in a collaborative manner to seek improvements to the building permit process.

Minimum Qualifications

- Bachelor's degree in Engineering, Architecture, Building Construction, or related field with five (5) to seven (7) years of professional experience as a supervisor working in the application of construction, zoning or environmental codes. A General Contractor license substitutes for the educational requirement; or an equivalent of training and experience.
- State of Florida Certified Building Codes Administrator or Provisional Certification Holder.
- Must possess and maintain a valid Florida Driver's License



The Ideal Candidate

The City is seeking a CBO who will take the City's building work group to the next level and fulfill the City Council and departmental goals. The Individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who embraces helping our customers and be a highly adaptive CBO able to avoid becoming stuck in traditional ruts while safeguarding the public trust.

The ideal candidate will flourish working across department lines, political boundaries and with diverse and varied stakeholders to create successful outcomes. He/she will have a strong focus on creating and sustaining positive engagement strategies with our citizens and business customers. He/she will be able to inspire and motivate others. The ideal candidate will be a proactive listener, foster a culture of business and customer friendliness and successfully coach and empower their building team to deliver the highest quality possible.



Compensation and Benefits

The full salary range \$76,613 - \$117,562. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plans where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match of 2% with employee contribution towards a 457 plan.

For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

How to Apply

Apply online through the City's website at <http://www.palmcoastgov.com/employment/openings>. Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture.

Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. A veteran's preference will be awarded per Florida law.