



## **CLASSIFICATION DESCRIPTION**

**TITLE: BUILDING OFFICIAL, DEPUTY CHIEF**

**JOB CODE: 20 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under administrative direction, the purpose of the position is to organize, direct and supervise plan review activities and the work of plans examiners in all areas of construction, to include structural, electrical, plumbing, HVAC, mechanical, fuel gas, energy conservation and accessibility in new and altered buildings and structures and related site development work. Employees in this classification function in a supervisory capacity and are responsible for supervising the Chief Building Inspector, plans review staff and the application of local, state and federal codes and laws in order to verify conformity with approved plans and specifications in each respective trade. Other primary duties include the development and management of a robust staff training program. The objective is to enforce all local, state and federal codes, laws, ordinances and regulations to ensure the safety and welfare of the general public. Employee works with a high degree of independence and initiative, however may confer with the Chief Building Official and Chief Development Officer on matters involving unusual construction issues.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Supervise the Chief Building Inspector and Plans Examiners to ensure compliance with all applicable code and regulatory requirements regarding new and existing construction for both residential and commercial structures throughout the City.
- Maintain current knowledge of trends and regulatory developments; provides technical plans review and interpretation of the various codes for which the building division is responsible to enforce.
- Develop and manage a robust training program aimed to improve division efficiencies by increasing multi-discipline licensing.
- Work in conjunction with the CBO to develop and implement a citizen-centric 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.
- 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.

- 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.
- Direct responsible professional, technical, managerial, and administrative work over information systems and communications systems throughout the City.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Engineering, Architecture, Building Construction, or related field, with five (5) to seven (7) years of professional level experience as a supervisor working in the application of construction, zoning, or environmental codes. General Contractor license substitutes for the educational requirement; or an equivalent combination of education, training and experience. Requires Florida State Certified Building Codes Administrator or equivalent. Requires valid State of Florida driver's license.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.  
State of Florida Certified Building, Plumbing, Mechanical and Electrical Inspector and Building Codes Administrator. Plans examiner certifications will also be considered.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Thorough knowledge of State of Florida building construction codes and the application of the code to local construction and development.
- Thorough knowledge of the local codes and ordinance for zoning, environmental and occupational licensing processes and procedures.
- Thorough knowledge of building permit process, with ability to provide technical guidance and assistance to staff engaged in serving development professional and the general public.
- Ability to read, interpret and provide explanation regarding complex sections of the code.
- Ability to effectively supervise, train, and evaluate the performance of subordinates.
- Ability to prepare and maintain clear and comprehensive records and to make necessary reports.
- Ability to effectively present programs and ideas orally and in writing to public and civic groups.
- Ability to establish and maintain effective working relationships with employees, officials, and the general public.
- Ability to enforce code requirements with tact and impartiality.
- Ability to organize and manage both office and field functions of the division.

### **PHYSICAL REQUIREMENTS**

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Palm Coast is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Palm Coast provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.