



CLASSIFICATION DESCRIPTION

TITLE: BUILDING OFFICIAL, DEPUTY CHIEF

JOB CODE: 20 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general direction of the Chief Building Official, the purpose of the position is to assist in the administration and operation of the Building Division including planning, organization, mentoring, training, education and overall development of staff. Additionally, evaluation, development, implementation and enhancements of operating standards ensuring efficient delivery of services to stakeholders and the citizens of Palm Coast is a primary function. Employees in this position function in a supervisory capacity and are responsible for supervision of the Senior Plans Examiner and Chief Building Inspector. Objectives include ensuring Division staff has the knowledge, skills and abilities to perform highly accurate and efficient work in their respective positions and the Division conducts its business in an ethical manner and in compliance with Florida Statutes and Administrative Codes providing for the health, safety and welfare of the citizens of the City of Palm Coast. Other primary duties include the development and management of a robust internship program. Employees work with self initiative and independence with guidance from the Chief Building Official and Chief Development Officer on matters involving complex permitting, plans examining and inspection matters.

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.

- Works closely with the Chief Building Official to direct and coordinate professional managerial support and guidance for Division technical and administrative staff
- Supervises the Senior Plans Examiner and Chief Building Inspector to ensure the plans examining and inspection functions comply with applicable codes and State regulatory requirements.
- Implements and manages staff internship training programs to improve Division service levels and efficiencies through development of a multi-disciplined, multi-licensed and well-trained plans examining and inspection staff.
- Works in conjunction with the Chief Building Official to develop and implement a citizen-centric culture providing emphasis on creating user friendly and efficient processes
- Works to solve problems and provide focused guidance to assist and ensure the success of stakeholders conducting business in the City.
- Maintains current knowledge of regulatory requirements, construction technology and provides guidance to staff regarding the interpretation and application of various codes and regulatory standards for which the Building Division is responsible to enforce.

- Responds and provides resolution to inquiries and issues brought forth by citizens, the business community, contractors, City departments and divisions and other stakeholders regarding building code related issues
- Attends City meetings and meeting with the public and provides information through written, oral and multi-media presentations
- Communicates with and disseminates accurate and reliable information to City management, City Council, other City staff and all community stakeholders.

MINIMUM TRAINING AND EXPERIENCE

High school diploma, G.E.D. or equivalent. Bachelor's degree in architecture, engineering, construction management highly desirable. Ten (10) years of experience as an architect, engineer, building inspector, plans examiner, general contractor or construction project manager or combination thereof, with five (5) years of managerial or supervisory experience. Preference is for managerial or supervisory experience in a building department setting. Must possess Florida Residential Inspector license and Standard Building, Electrical, Mechanical and Plumbing Inspector licenses. Equivalent Plans Examiner licenses will also be considered. Equivalent combination of education, training and experience will also be considered.

LICENSES, CERTIFICATIONS AND REGISTRATIONS

State of Florida Residential Inspector license
 State of Florida Standard Building, Electrical, Plumbing and Mechanical licenses
 Plans Examiner licenses will also be considered
 Must possess and maintain a valid Florida Driver's license

KNOWLEDGE, SKILLS, & ABILITIES

- Thorough knowledge of State of Florida Building Codes and the ability to interpret and equitably apply them for all permit types.
- Thorough knowledge of building permitting processes including permit applications, plans examining and inspections.
- Thorough knowledge of building department operations, including administration, technology and legal functions.
- Extensive knowledge of the history and development of the Florida Building Codes and the ability to impart knowledge to others regarding the interpretation and proper application of code provisions.
- Ability to provide technical guidance and assistance to staff, citizens and stakeholders engaged in construction projects and conducting business within the City
- Ability to read, interpret and clearly communicate explanations and expectations both orally and in writing regarding the application of codes to complex construction projects.
- Ability to effectively plan, organize, assign, supervise, train, mentor and evaluate the performance of Division staff.
- 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 Division staff, other City employees, citizens and stakeholders working in the City.
- Ability to enforce code provisions with tact and impartiality.
- Ability to organize and manage both office and field functions of the Division.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

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