

BUILDING DIVISION MANAGER

MAJOR FUNCTION

The primary function of this position is to oversee a variety of routine and complex administrative, and supervision for the functions of the Building Department in accordance with applicable state and local ordinances, codes and policies.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the work load.

- Provides oversight and supervision for five customer service areas. An employee assigned to this classification is responsible for overseeing the building permit application process, building plans review process, building codes inspections process and permit issuance and Licensing section.
- Provides administrative and technical code guidance to technical staff engaged in construction inspection and plan review.
- Supervises, monitors, and coordinates the workload of staff under charge.
- Coordinates inter-related issues with other departments and agencies.
- Creates and coordinates training program for division staff.
- Encourages and facilitates professional development and leadership capabilities of division staff.
- Maintains a program to acknowledge staff performance; monitors and evaluates personnel for effectiveness and efficiency.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Communicates with contractors concerning effectiveness of division staff, changes in codes and/or policies, and suggestions for reducing repeat violations.
- Provides information about division staff and plans review as required for department reports.

BUILDING DIVISION MANAGER

- Anticipates and solves problems facing the division, staff employees, administration and customers that result from or are affected by the operation of the division.
- Coordinates issues relating to expenditure of department funds, including staffing levels, overtime, fixed assets, supplies and miscellaneous areas of expense.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising a relatively large staff with indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in Construction Management, Business or Public Administration, Architecture or a related field and must evidence a minimum of five (5) years of either construction or evidence a combination of post secondary education in a related field and experience which totals five (5) years or an equivalent combination of education and experience.

Licenses

Requires a valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyzes, and interprets general business periodicals, professional journals,

BUILDING DIVISION MANAGER

technical procedures, or governmental regulations.

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from staff, customers and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra, geometry, and trigonometry.

Problem Solving Ability

- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex scientific/technical systems.

Specialized Skills and Abilities

- Thorough knowledge of the methods and practices involved in modern construction and of standard testing devices and procedures.
- Skill in applying knowledge of standard building codes, zoning and land use applications.
- Construction background and thorough knowledge of building, plumbing, electrical, mechanical, and gas disciplines.
- Thorough knowledge of the materials and methods used in building construction and the stages of construction when possible defects and violations may most easily be observed and corrected.
- Ability to read and interpret maps, construction diagrams, plans, blueprints, and specifications.
- Ability to communicate tactfully and courteously with members of the general public.
- Knowledge of management and administrative principles and techniques.
- Ability to establish and maintain effective working relationships with contractors, developers,

BUILDING DIVISION MANAGER

architects, engineers, owners, and the general public.

- Ability to write legibly.
- Ability to perform computer data entry and inquiries using Windows applications.
- Ability to train and coordinate the schedules, workload and priorities of division staff charge.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, cell phone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will be required to stand, walk, and/or sit, use hands to fingers, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to fifty pounds; will regularly be required to talk and hear.

Specific vision abilities required by this job include close distance, color, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and will frequently be exposed to outdoor weather conditions. Must perform extensive driving from one location to another. Noise level in the work environment is usually moderate, but work in the field may occasionally expose the employee to very loud noise levels.

Established: 1/2010

Pay Grade: 28

Job Description Number: 1257

Category: 1

Status: E

Revised: