

**MAJOR FUNCTION**

This is responsible architectural and technical engineering work supervising office staff and technical support personnel reviewing building plans and specifications for compliance with building codes and acceptable engineering practices. Work is performed under the general administrative direction of the Building Official. Duties include zoning, supervising the building permitting plan review team, and review of site plans for compliance with the Florida Accessibility Code. The incumbent exercises considerable independence in developing operating procedures and policies by directing work activities and is afforded latitude to exhibit technical discretion and judgment. Work is reviewed through conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Makes recommendations for proposed policies and procedures to the Building Official for the Building Inspection Division operation. Provides special assistance to division and department director on specialized subjects and conducts research. Assigns and supervises work of technical engineering and office support personnel responsible for, performing residential and commercial plan reviews, and maintaining files on building projects. May review building plans and signs for codes compliance. Confers and coordinates building permit approvals with other governmental agencies, architects, and engineers. May review building permit and sign applications to ascertain compliance with Florida Building Code requirements. Provides assistance to the general public by outlining requirements for submitting permit applications for construction projects. Ensures review of preliminary building plans with architects, engineers, contractors, and owners to provide assistance for compliance with codes. Assists field inspectors with interpretation of approved plans and conducts seminars on code changes with Building Inspectors. Keeps informed of all changes relating to City, state, and federal laws governing standard building codes. Recommends the selection, transfer, promotion, grievance resolution, discharge, or discipline of subordinate employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Requires the use and exercise of independent judgment. Performs related work as required.

**Other Important Duties**

Acts as the Building Official in the absence of the Building Official and the Deputy Building Official. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of modern construction methods, practices, materials, and equipment as applied to approval of plans and specifications of building construction. Considerable knowledge of building codes, laboratory test procedures, and modern office practices and procedures. Considerable knowledge of civil and structural engineering. Considerable knowledge of ~~Board of Adjustment~~ and City Commission policy and procedures. Ability to read and interpret construction diagrams, plans, specification, and blueprints to determine compliance with building codes, and established construction and installation processes. Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in solving new problems. Ability to layout, delegate responsibility, and supervise personnel engaged in the enforcement of building codes and ordinances. Ability to communicate concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of the associated computer programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in architectural engineering technology, building construction, civil engineering, or a related field and five years of professional experience as a Plans Examiner; or an equivalent combination of training and experience. At least five years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid State of Florida license as an Engineer, Architect, or Standard Plans Examiner at the time of appointment. Must also obtain license as a Building Code Administrator within one year as a condition of employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 06-02-88

Revised: 01-17-90

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09-15-09\*

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