



## **Building & Facilities Manager**

EEO Class Code: Office/Clerical

Union Status: Unclassified

FLSA Code: Exempt

# **The Town of Pembroke Park**

## **Job Description**

**Department:** Public Services

**Division:** Building

**Supervises:** Building Clerk/Permit Technician, Code Enforcement Supervisor & Code Enforcement Officer

**Position Reports To:** Chief Building Official

**Sworn:** No

### **Job Specifications**

#### **NATURE OF WORK**

Under the general supervision of the Building Official and Public Services Director, performs technical work issuing building permits and inspecting building projects encompassing new construction, additions, alterations or repair work involving routine codes, laws and ordinances and calling for the application of routine inspection procedures. The Building Manager is responsible for the daily administration and management of the Building and Code Enforcement divisions.

#### **ILLUSTRATIVE TASKS**

Tasks required of those in the position of Building Manager include, but are not limited to:

- Manage, plan, organize, direct, implement, and control the operations related to the processes involved in the building department.
- Plan review activities and related technical services and permitting operations.
- Assists the Chief Building Official in enforcing the Florida Building Code and other applicable codes and standards.
- Supervises and ensures inspections of new construction and alterations for possession of permits and conformity with plans and specifications for building, electrical, plumbing, gas, mechanical, energy, accessibility, existing building, and fire codes are completed.
- Ensures that evidence of building code and zoning violations are properly documented and forwarded to the appropriate authority.

- Assigns for review and approval/disapproval of building plans for conformance with codes and zoning and long-term land use prior to issuance of building permits and consults with engineering, fire and planning & zoning departments as required.
- Assists the Building Official and serves as a liaison between citizens, the building industry, and Code Enforcement.
- Supervises the Code Enforcement employees and daily activities within the Code Enforcement division.
- Ensures that all division activities are accomplished within prescribed time frames as per Code Enforcement regulations and Building Division.
- Answers questions and provides consulting guidance concerning, building permits, codes, plat description, proposed plans, etc.
- Issues building permits, assists in maintaining all building related physical and electronic files including, plats and maps, building permit applications, etc., assuring compliance with Florida State Statutes.
- Prepares ISO report to ensure Building Department Grading Effectiveness.
- Assists the Building Official in preparing the budget for the Building Division.
- Creates and submits quarterly reports regarding fees to the State, DCA and DBPR agencies.
- Oversees the collaboration and work processes between Code Enforcement and Business Tax Receipts (BTR).
- Notifies BTR of new sign permits.
- Attends seminars, classes, and professional group meetings related to Town business.
- Prepares and submits monthly report to Broward County Rules and Appeals (BORA).
- Continues education through the reading of professional literature, keeping aware of current events and developments, staying updated on new trends and innovations in the field of construction and building code.
- Promotes and represents the Town in a friendly, helpful, and professional manner.
- Exercises considerable initiative and independent judgement in the performance of work assignments on routine work being performed as well as all matters that are not routine that might require additional decision making of interpretation.
- Represents the Town by working extensively with contractors, owners, developers, and outside agencies.
- Conducts meetings with the Building Official and the Public Services Director to ensure that all staff in the Building Division are maintain informed and are given the opportunity to exchange ideas, discussing operational problems and solutions.
- Work closely with outside agencies such as Federal, Broward County and the State.
- Ensures that employees are cross trained.
- Conducts emergency management preparedness and prepares disaster recovery evaluation reports.
- Any related duties and special projects as assigned by Chief Building Official and the Public Services Director.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles and practices of building construction and maintenance, the building codes, standard tools, materials, and practices of the building trade.
- Knowledgeable in best practices for records retention.
- Skill in the use of a variety of computer programs, including Microsoft Office Suite, and various office equipment.
- Basic knowledge of building plans.
- Ability to effectively manage a team.
- Ability to enforce regulations with firmness and tact.
- Ability to work with and for the public.

## **MINIMUM REQUIREMENTS**

- Five (5) years of experience in Building, Code, or related field with at least three (3) years of supervisory experience.
- Fire prevention experience, as related to building construction and code interpretation, is preferred.
- Records Management Certification (Preferred).
- Supervision and Management in Code Enforcement (Preferred) to be obtained within a year of job placement.
- Bachelor's Degree in Public Administration, Architecture, Business Administration, or related field.
- An equivalent combination of education and experience may be considered.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic devices.
- Occasional light to moderate lifting of office products and supplies may be required.
- Physically conduct field inspections.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).

- Work within a confined area.
- Ability to work in a computer station for an extended period.
- The employee is subject to working in inside and outside environments including extreme hot and cold weather.
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- May be required to work outside of regular work schedule for Town events, projects, activities, and emergencies.