



The Town of Pembroke Park Job Description

Chief Building Official

EEO Class Code: First/Mid Offs & Mgrs

Union Status: Unclassified

FLSA Code: Exempt

Department: Building

Supervises: Chief Inspectors, Plans Examiners, Field Inspectors, Permit Technicians, Building Manager, Permit Technicians and Clerical Staff.

Position Reports To: Town Manager & Commission

Sworn: No

Job Specifications

NATURE OF WORK

This position manages, supervises, and coordinates the work and services of the Building department by ensuring enforcement of building codes as adopted by the Town Commission. Ensures reasonable building standards by regulating methods of design and use of materials involved in every aspect of numerous construction projects, including all associated systems, such as electrical, plumbing, mechanical, and fire suppression to safeguard life, health, safety, accessibility, energy conservation, to protect property values, and public welfare. Develops the department's short and long-term strategic operating plans and programs. Develops and maintains partnerships with Town departments, property owners, contractors, and vendors.

ESSENTIAL FUNCTIONS

Tasks required of those in the position of Chief Building Official include but are not limited to:

- Assumes management responsibility for assigned services and activities of the Building department including enforcement, interpretation, and implementation of the County's building codes, customer service at the front counter, application intake, plan review, issuance of building permits, and building inspections.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.

- Visits construction sites and conducts building code inspections in as needed basis.
- Conducts job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Oversees and participates in the management of a comprehensive building inspection and enforcement program.
- Plans, directs, coordinates, and reviews the work plan for building inspection staff; assigns work activities, projects, and programs; reviewd and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains in building code issues, motivates, and evaluates building inspection personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Administers the building permit appeals process; administer permit tracking system and building inspection records maintenance.
- Participates in and manages the building inspection function related to structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
- Assigns, supervises, and reviews plans and specifications relating to electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
- Serves as the liaison for the Building Inspection Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Works with professional architects, engineers, builders, and the public.
- Formulates and applies uniform policies and standards for the building inspection programs; formulates, interprets, and explains specific building codes, ordinances and administrative orders.
- Represents the Town before other agencies and groups on building inspection and enforcement matters.
- Serves as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Responds to and resolves difficult and sensitive customer inquiries and complaints.
- Serves as the Chief Structural Inspector.
- Serves as the Floodplain Administrator.
- Serves as a structural Plans Examiner.
- Serves as a structural Field Inspector.
- Supervises the subordinate chief inspectors, plans examiners and field inspectors including outsourced staff.

- Manages flood hazards in accordance with FEMA.
- Performs inspections in compliance with Florida Building Code, Town Ordinances, and State Law.
- Attends meetings with the Commission and conducts presentations detailing the current affairs of the Building Department.
- Perform related duties as required by the Public Services Director.

KNOWLEDGE, SKILLS AND ABILITIES

The Employee demonstrates considerable knowledge and is guided by the principles of personal and professional integrity; community engagement; equity and inclusion; staff effectiveness; and personal resiliency and development. The employee is also expected to lead by example and demonstrate the highest level of ethics.

- Knowledge of Florida Building, Plumbing, Gas, and Mechanical Codes, and the National Electrical Code, seismic and energy Codes or similar basic model codes relating to construction. Fire safety codes; uniform codes affecting building inspection.
- Knowledge of Town codes and ordinance which govern building activities and certification and licensing of contractors.
- Knowledge and understanding of the standard principles and practices of the construction industry applicable to building construction.
- Knowledge of the principles and practices of modern office organization and management, budgeting, and funds control, personnel management and administration and safety/loss control.
- Ability to read, understand and interpret plans, drawings, blueprints, specifications, and related construction documents, and identify them to construction in progress.
- Ability to plan, organize, administer, supervise, and coordinate the work of technical, administrative, and clerical personnel performing varied code preparation, interpretation and enforcement tasks.
- Ability to communicate effectively, both verbally and in writing and to prepare concise, accurate records and reports and written recommendations to changes, revisions, additions, deletions or amendments to codes, ordinances, and standards pertaining to building, licensing and similar activities.
- Operational characteristics, services, and activities of a building and code inspection and enforcement program.
- Ability to work harmoniously with other town employees, members of town council, members of appointed boards and the general public.
- Ability to manage budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Ability to Make effective presentations before large and small groups of people.
- Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.
- Grading, erosion control, drainage and flood control methods and standards.
- Pertinent federal, state, and local laws, codes, and regulations related to zoning, building construction, electrical work, plumbing and gas installations and mobile homes.
- Floodplain Management regulations (CRS, NFIP, FEMA and Town Ordinances)

MINIMUM REQUIREMENTS

- Bachelor's Degree in Architecture, Engineering, Construction Technology, Planning, or a related field.
- Ability to be certified by the Broward County Board of Rules and Appeals (BORA) in the Building Official, Structural Chief Inspector, Structural Plan Examiner and Structural Inspector categories.
- Possession of a Plans Examiner certification from the International Code Council (ICC) and the State of Florida required.
- Possession of a Standard Building Inspector certification from the International Code Council (ICC) and the State of Florida required.
- Possession of a Building Official certification from the International Code Council (ICC) and the State of Florida required.
- Must be a State of Florida, Licensed General Contractor, Professional Engineer, or Registered Architect.
- Five (5) to Ten (10) years of progressively responsible experience in Building/Construction inspection activities.
- Extensive knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g. plan review, licensing, permitting, inspections, and a code enforcement field.
- Must possess and maintain a valid Florida driver's license.

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.

- Ability to work outdoor setting and perform inspection, which may require climbing ladders, standing, or sitting for extended periods of time, traveling to various work locations, and lifting and carrying light to moderate objects.

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

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodation 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)
- Ability to 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.
- Work subjects' employees to the final OSHA standards on blood borne pathogens.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events.