



Chief Building Official

EEO Class Code: First/Mid Offs & Mgrs.

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Public Services - Building

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

Position Reports To: Town Manager

Sworn: No

Job Specifications

NATURE OF WORK

Manages, supervises, and coordinates the work and services of the Building Inspection Division by ensuring enforcement of building codes as adopted by the Town Council. 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 Division's short and long term strategic operating plans and programs. Develops and maintains partnerships with Town Divisions and Departments, property owners, contractors, and vendors.

ILLUSTRATIVE TASKS

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

- Assume management responsibility for assigned services and activities of the Building Inspection Division 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.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
- Visit construction sites and conduct building code inspections in as needed basis.

- Conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Oversee and participate in the management of a comprehensive building inspection and enforcement program.
- Plan, direct, coordinate, and review the work plan for building inspection staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train in building code issues, motivate, and evaluate building inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination as determine by Human Resources provided procedures.
- Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Administer the building permit appeals process; administer permit tracking system and building inspection records maintenance.
- Participate in and manage 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.
- Assign, supervise, and review plans and specifications relating to electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
- Serve as the liaison for the Building Inspection Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Work with professional architects, engineers, builders, and the public.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret, and explain specific building codes, ordinances and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the Town before other agencies and groups on building inspection and enforcement matters.
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to inspection programs, policies, and procedures as appropriate.
- Prepare clear and concise administrative and financial reports.
- Attend and participate in professional group meetings and code hearings; maintain awareness of new trends and developments in the field of building inspection; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive customer inquiries and complaints.
- Serve as the Chief Structural Inspector.
- Serve as the Floodplain Administrator.
- Serve as a structural Plans Examiner.
- Serve as a structural Field Inspector in as needed basis.
- Supervise the subordinate chief inspectors, plans examiners and field inspectors including outsourced staff.
- Manage flood hazards in accordance with FEMA.

- Performs inspections in compliance with Florida Building Code, Town Ordinances, and State Law.
- Creates the budget for the Building Department.
- 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.

The Employee is expected to have:

Knowledge of:

- Operational characteristics, services, and activities of a building and code inspection and enforcement program.
- Principles and practices of building inspection.
- Principles and practices of program development and administration.
- Methods and techniques of construction.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.
- Fire safety codes; uniform codes affecting building inspection.
- Working knowledge of seismic and energy considerations in design and construction of buildings and structures.
- 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)

Skills:

- Read, interpret, and analyze plans for major structures.
- Ability to oversee, direct and coordinate the work of subordinates.
- Make effective presentations before large and small groups of people.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Architecture, Engineering, Construction Technology, Planning, or a related field.
- Ability 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.
- Must be certified by the Florida Association of Code Enforcement (FACE), level I, II, III and IV, within two (2) years of appointment.
- Ten (10) years of experience as a Chief Structural Inspector.
- 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 minimum of five (5) years in the code enforcement 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 team member 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 team member 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)
- 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.