



ASSISTANT DIRECTOR/BUILDING OFFICIAL

Job Code: 3103

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o020

NATURE OF WORK

This is responsible management and complex professional administrative work assisting the Building Director in scheduling, directing, and controlling the daily activities of the City's Building Department. Emphasis of the work is on scheduling and supervising technical, administrative and clerical staff in the conduct of building inspections, the issuing of building permits and the enforcement of building codes.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assists in planning and directing department activities.
- Assigns subordinates to investigate and resolve complaints received regarding alleged code violations.
- Serves as the City's Building Official.
- Reviews and approves large scale building and development plans in the preliminary and final stages of review.
- Meets with builders, engineers, architects, developers, attorneys, real estate agents, and the general public to hear code concerns to resolve complaints.
- Reviews and approves all certificates of occupancy.
- Approves all occupant load content requirements.
- Interprets building codes.
- Assigns Chief Inspectors to various special projects, as needed.
- Speaks at civic meetings on subjects such as, but not limited to, Building Code issues, clean streets, minimum housing, maintenance standards, noise abatement, and abandoned buildings.
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures.
- Extensive knowledge of good construction practices.
- Considerable knowledge of effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction.
- Knowledge of the principles and practices of public and business administration and management by objectives.
- Knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting.
- Extensive knowledge of supervisory principles and practices.
- Ability to balance demand with limited resources in providing effective, efficient, and economical services to City residents.
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.
- Ability to supervise, plan, direct and coordinate the work of professional, technical, and clerical employees in the implementation of internal controls and operational policies and procedures.
- Ability to identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of departmental operations.

- Ability to establish and maintain effective working relationships with City officials, other employees, professional groups, vendors, and the general public.
- Ability to communicate clearly and concisely, both verbally and in writing, to individuals and to groups.
- Ability to plan, organize, and supervise, through various levels of subordinates, the work of departmental employees in a manner conducive to full performance and high morale.

MINIMUM REQUIREMENTS

- Bachelor's degree in building construction management or technology, architecture or structural engineering, or a related field.
- Experience may substitute for education on a four to one year basis.
- Knowledge of national, state and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures.
- Knowledge of general building design and good construction practices.
- Considerable knowledge of the construction industry including effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction.
- Must obtain and maintain all necessary State of Florida and Miami-Dade County Certifications to serve as a Building Official/Building Code Administrator within three (3) months of appointment.
- Has five (5) years of progressively responsible experience, preferably in the Public Sector and meets all the requirements for certification as per F.S. 468.609

DESIRES

- Previous public sector experience as a Building and/or Code Compliance Director.
- Experience in the building trades.
- Knowledge of the Florida Building Code.
- Have current certification, as a Building Official/Building Code Administrator as defined by the State of Florida and Miami-Dade County.
- Experience working in historic preservation and high rise construction.
- Familiarity with EPA and ADA legislation.

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

- General and specific assignments are subject to review by the Director of the Building Department.
- Work is performed with little direct supervision and considerable latitude for the use of independent judgment in the selection of work methods and procedures.
- Work is reviewed for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations.