



JOB DESCRIPTION
Title: Florida Building Code Manager
Job Code: 54520

FLSA Status: Non-Exempt, Non-Represented
Class: Administrative
Job Family: Facility Services
Division: Facilities
Salary Schedule: Instructional Support PG 38 plus benefits
Bargaining Unit: 06, Non-Represented

Board Approved Date: 4/26/16
Revised Date:

SPECIFIC ASSIGNMENT: Direct personally, or through subordinate staff, the permit issuance and construction inspection of all School Board facility improvements.

SPECIFIC DUTIES:

Coordinate all plan review activity, construction inspection activity and provide technical assistance to all persons, trades and professions performing construction activity..

Coordinate permit application review, issuance and tracking activities.

Supervise field inspection personnel, assists with complicated inspections, conducts training and other activities related to the management of field inspection personnel.

Ensure that plans, specifications and technical documents comply with applicable codes and standards.

Administrative, supervisory and technical work within the Building Code Compliance Office.

Perform work with limited supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

Prepare reports and correspondence, assign, develop and evaluate staff and consultants; manage work processes.

Coordinate, plan and provide oversight of training workshops, presentations and memorandum regarding either new or revised District policies, practices and procedures or best business practices.

Establish and maintain an effective and cooperative working relationship with local, state, and federal agencies. Ensure that department staff adheres to state rules, School Board rules, departmental policies and procedures.

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Inform the Chief Officer, through proper mechanisms, of potential problems or unusual events and respond to inquiries and concerns in a timely manner.

Develop annual goals and objectives for assigned department or programs and evaluate to ensure program success. Exercise proactive leadership in promoting the vision and mission of the District.

Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Maintain expertise in assigned areas to fulfill project goals and expectations.

Perform any other duties as assigned.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Communications - Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Delegation - Delegates work assignments. Matches the responsibility to the person. Give authority to work independently. Sets expectations and monitors delegated activities. Provides recognition for results.

Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

Managing People - Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

Problem Solving - Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: A bachelor's degree or formal training in Architecture, Engineering or construction preferred.

Experience: Five years of increasingly responsible experience in building design and/or construction or related area, with at least three years of related management or supervisory experience required.

Certificates/Licenses/Registrations: Florida driver's license. Must possess a standard certificate as a Florida Building Code Administrator, DBPR (Department of Business and Professional Regulation). Additional certifications from other model code agencies are desirable.

Language Skills:

Read, analyze, and interpret all kinds of documents. Respond to inquiries or complaints from employees, regulatory agencies, or community. Write speeches and effectively present to managers, the public, and school board.

Mathematical Skills:

Read, analyze, and interpret all kinds of documents. Respond to inquiries or complaints from employees, regulatory agencies, or community. Write speeches and effectively present to managers, the public, and school board.

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Computer Skills: Must be proficient in the use of computers.

PHYSICAL DEMANDS: This position requires the following physical activities: PHYSICAL DEMANDS:
This position requires the following physical activities: standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching, bending crawling, handling, keyboarding, fingering, feeling, talking, hearing, tasting/smelling, near acuity, far acuity, depth perception, color vision, field of vision.

This position requires the following lifting demands: Up to 55 pounds.

This position requires the following reaching activities: Both dominant and non-dominant hand, Overhead.

This position involves the following environmental conditions: extreme cold, extreme heat, wet/humid, noise intensity 5 very loud, work with cleaning chemicals - wear eye protection, vibration/impact - work with or near heavy equipment, proximity to moving mechanical parts, exposure to electrical shock, working in high exposed places, exposure to caustic chemicals - must pass respiratory exam, fumes or airborne particles - must pass respiratory exam..

OTHER REQUIREMENTS: Must have a Florida registered and insured vehicle for travel. Must be available for day, night, weekend and/or holiday work.

SUPERVISORY EXPECTATIONS:

Manage assigned clerical staff and subordinate professional personnel in one or more sections of the department. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the district's policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.