

**JOB CODE: 80340****TITLE:        MANAGER – BUILDING CODE SERVICES**

**PURPOSE:** The Manager of Building Code Services coordinates the activities and functions of professional and technically competent resource personnel consisting of architects, engineers, inspectors and related professionals in support of District building and facilities projects.

**QUALIFICATIONS:**

1. Bachelor's degree in architecture, engineering, or related field. Architects and Engineers registered in the State of Florida preferred.
2. Demonstrates ten (10) years of combined experience as an architect, engineer, plans examiner, building code inspector, construction superintendent, or registered or certified contractor, with at least five (5) years of such experience in supervisory positions. Experience in office and personnel management preferred.
3. Successful experience in educational facility planning, design, and construction is preferred.
4. Certified or eligible to be certified as a Building Code Administrator (BCA) per Chapter 468 of Florida Statutes. Must be BCA certified within one (1) year of appointment to the position.
5. Licensed as a Fire Safety Inspector per Chapter 633 Florida Statutes within one (1) year from date of hire.
6. Demonstrated knowledge of state and federal building and fire codes, Occupational Safety and Health Administration (OSHA) regulations, the Americans with Disabilities Act (ADA), and other safety regulations governing the design and construction of schools and ancillary facilities.
7. Leadership in Energy and Environmental Design (LEED) certification related to environmental design, building and design construction or interior design and construction or operations and maintenance, or an equivalent recognized certification for green building systems (preferred).
8. Knowledge of green design, construction, and operations and maintenance in a large-scale institutional/commercial environment.
9. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
10. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:****Essential Functions:**

1. Coordinates technically competent resource personnel consisting of architects, engineers, inspectors and related professionals to support District projects.
2. When required by absence of the Director, issues permits and stop work orders, provides Certificate of Occupancy or Completion, renders interpretations consistent with the codes spirit and purpose, and enforces provisions of the codes and standards.
3. Supervises Department's plan review staff and conducts plan review, building, and occupancy inspections of educational facilities.
4. Guides research and development of the latest school district design criteria as applicable to educational facility construction.
5. Maintains the District Standards for construction of schools and ancillary facilities.
6. Serves on various District committees as assigned.
7. Manages the daily business affairs of the office.

**Performance Effectiveness Criteria:**

In addition to the employee being responsible for each of the performance responsibilities listed herein, annual progress will be assessed with respect to support and achievement of the District Strategic Plan and associated applicable scorecards.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 08/01  
Revised: 06/14; 02/22  
Salary Level: S4  
FLSA Status: Exempt

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

