

BUILDING OFFICIAL

MAJOR FUNCTION

This position performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing Marion County codes. Employees in this classification manage all aspects of the department, ensuring the proper regulation of the construction industry with respect to the enforcement of building and related codes.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load. Work is performed under the direction of the Growth Management Director and performance is reviewed through conferences, reports and observation of results obtained.

- Interprets codes, ordinances, and statutes.
- Implements County policies, procedures and programs.
- Directs and administers the department code compliance activities.
- Assigns work assignments, performs evaluations, disciplinary actions and job interviews for departmental staff.
- Directs and administers the department's customer relations and customer service activities.
- Prepares and presents department's annual operational budget.
- Monitors department operations and processes to ensure compliance with policies, procedures and codes.
- Conducts special studies as directed and presents results to administration.
- Attends advisory, technical and professional meetings.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit,

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employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over a number of managerial positions and indirect supervision over a relatively large number of employees. Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Graduation from an accredited college or university with a degree in Construction Management, Public Administration, Business Administration, or related field; supplemented by responsible technical work in a related field, with ten years progressively responsible supervisory and administrative experience in the construction industry or related trades; or equivalent combination of training and experience.

Licenses

Valid Florida Drivers License. Standard License through State of Florida as Building Code Administrator.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

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- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyzes advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Thorough knowledge of all federal, state, local, and regulatory requirements applicable to construction and land use.
- Ability to plan, implement, and coordinate technical and administrative programs.
- Ability to tactfully and courteously communicate with members of the general public. Ability to maintain effective working relationships with other employees, departments, divisions, public officials, community groups, builders, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. The typical noise level for this environment is moderate.

Established: 10/99	Category: 1
Pay Grade: 28	Status: E
Job Description Number: 1030	Revised: 4/2009