

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

DIVISION MANAGER OF PLANS EXAMINATION AND INSPECTIONS

Department: Building
Pay Grade: 116
FLSA Status: Exempt
Job Class: 1155
Risk Code: 9410

JOB SUMMARY

Responsible for the management and operation of inspection and plans examination divisions. Responsibilities include training, coordinating, supporting, and managing inspectors and plan examiners in all aspects of the application of the Florida Building Code. This position is required to be the acting Building Official when the director is not available via telephone, text, email, etc. for more than a 24-hour period. All work is performed under the direction and control of the Director of Building Safety.

ESSENTIAL JOB FUNCTIONS

- Manages the direct administration and management of inspection and plans examination regarding construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state laws, rules, or statutes and county ordinance.
- Provides a positive example for staff under charge regarding work ethic, attitude, professional ethics, technical knowledge of the codes, and interpersonal interactions.
- Participates in the development of goals, objectives, policies, and procedures of the department.
- Participates in the development of the department annual budget as needed.
- Assigns workloads and performs inspections and plans examination as necessary to assist division staff in completing missions.
- Facilitates professional development and implements training of division staff.
- Maintains a program to acknowledge staff performance and monitors and evaluates personnel for effectiveness and efficiency. Follows disciplinary policies and guidelines.
- Anticipates and solves problems facing the division, staff employees, administration, and customers that result from or are affected by the operation of the division.
- Communicates with contractors regarding staff and/or change in codes or policies.
- Coordinates inter-agency inspections and plans examination.

- Assists in presenting cases to the License Review Board as needed.
- Participates in professional, technical, and business associations and groups, including The Florida Association of Electrical Contractors and Marion County Building Industry Association, as directed by the Director of Building Safety.
- Monitors expenditure of division funds to include staffing levels, overtime, fixed assets, and supply requirements.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly supervising a large workforce. 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; discipline; planning; scheduling; and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; Associates Degree in Construction Management or related field strongly preferred; and five (5) years' experience in construction and/or inspection; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Building Code Administrator Standard License in the State of Florida.
- Maintains a minimum of three (3) Standard Licenses as an Inspector and/or Plans Examiner in the State of Florida
- Meets all requirements of F.S. 468, Part XII, for Inspectors, Plan Examiners, and Certified Building Code Administrators.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write routine reports, correspondence, and procedure manuals.
- Ability to speak effectively one-on-one with customers and employees of the organization.

- Ability to apply concepts of basic algebra, geometry, and trigonometry and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- 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.
- Ability to develop plans, policies, specifications, and programs for the good of the organization.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, or complex scientific/technical systems
- Knowledge of the methods and practices involved in modern construction and of standard testing devices and procedures.
- Knowledge of multiple construction disciplines.
- Knowledge of management and administrative principles and techniques.
- Knowledge of advanced data entry and Microsoft Office applications.
- Ability to read and interpret maps, construction diagrams, plans, blueprints, and specifications.
- Ability to write legibly and communicate tactfully and courteously with members of the general public.
- Ability to train and coordinate the schedules, workload, and priorities of division staff charge.
- 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.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms; will regularly be required to sit, talk or hear; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk, or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and will frequently be exposed to outdoor weather conditions. Must perform extensive driving from one location to another. Noise level in the work environment is usually moderate, but work in the field may occasionally expose the employee to very loud noise levels.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.