

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.

BUILDING SAFETY DIRECTOR

Department: Building Safety
Pay Grade: 121
FLSA Status: Exempt
Job Class: 1236
Risk Code: 9410

JOB SUMMARY

Responsible for directing a fast-paced and ever-changing department that requires a proactive leadership style and performing advanced technical and administrative work overseeing the administration and enforcement of building, electrical, mechanical, and plumbing codes in accordance with the Florida Building Code. Responsible for managing and overseeing all aspects of the department, ensuring the proper regulation of the construction industry with respect to the enforcement of building and related codes.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, and supervises building, electrical, mechanical, and plumbing plans examination and inspection activities with responsibility for enforcing the laws, ordinances, and codes relating to the construction and alteration of buildings.
- Approves the issuance of Certificates of Occupancy and notices of violation relating to construction.
- Monitors the efficiency and effectiveness of the department.
- Plans and oversees plans examination and inspection activities and reviews all major permit applications.
- Hears and makes investigations of complaints of inspection activities and takes appropriate action.
- Prepares evidence and testifies on code violation cases and maintains liaison with federal, state, and local officials in the interest of promoting uniform interpretation and enforcement of laws and regulation.
- Prepares amendments and additions to County Codes related to Building Codes and Inspections.
- Participates at the Emergency Operations Center during emergency situations and oversees implementation of preparedness and recovery plans.
- Interprets codes, ordinances, and statutes at an expert level.
- Prepares reports and correspondence on building code inspection compliance matters.

- Prepares and presents information to the community groups and the Board of County Commissioners.
- Implements County policies, procedures, and programs.
- Directs and administers all facets of department activities.
- Presents cases to the License Review Board.
- Participates in professional, technical, and business groups related to the duties and objectives of the department, including the Florida Department of Business and Professional Regulations, Building Association of Florida, and Marion County Building Industry Association.
- Schedules and assigns work assignments, performs evaluations and disciplinary actions, and conducts 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.
- 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 directing supervision over several managerial positions and indirect supervision over a relatively large number of employees. Responsible for directly and regularly supervising work of all employees, as workload and staffing require. 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.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Construction Management, Public Administration, Business Administration, or related field or equivalent; and ten (10) years' progressively responsible management experience in a construction-related industry or municipal agency; 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.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret notably 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.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- 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, programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyzes, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of all federal, state, local, and regulatory requirements applicable to construction and land use.
- Skills in communicating effectively with a diverse customer base.
- Skills in developing constructive working relationships and reaching consensus.
- Skills in utilizing good judgement and tact.
- 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.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 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 use hands to finger, handle, or feel; reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. 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.

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.