

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Chief Building Official

## GENERAL DESCRIPTION

The essential function of the position within the organization is to direct the administration and enforcement of all adopted regulatory codes and ordinances pertaining to building construction, renovation and maintenance in all District construction, renovation and installation projects. The position is responsible for supervising staff; directing plan review, building inspection and permitting functions; interpreting complex codes to industry professionals, District staff/officials and the general public; providing guidance and assistance to project managers as needed to maintain compliance, and performing related work as required. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Directs the administration and enforcement of all adopted regulatory codes and ordinances pertaining to building construction, renovation and maintenance in all District construction, renovation and installation projects.

Supervises professional, technical and support staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; prepares periodic employee performance evaluations.

Analyzes, recommends and implements approved policies and procedures to help ensure effective, efficient and economical operations; evaluates results to ensure compliance and to identify deficiencies.

Develops, presents and defends budget requirements; oversees and approves expenditures, and prepares financial reports and forms.

Coordinates all activities related to building permitting and tracking, code enforcement, building inspection records maintenance and contractor licensing.

Review plans, specifications and other data submitted to ensure conformance with building, electrical, plumbing, mechanical, life safety and other codes and laws. Attempt to resolve code problems related to construction drawings.

Inspect buildings, plumbing, electrical, heating, air conditioning, and mechanical installations in the process of construction, expansion, alteration or removal and assure that such work is done in conformance with applicable codes, approved plans and permits.

Identify violations of the Florida Building Code, SREF, County Code of Ordinances, and other applicable rules and regulations and enforce correction of defects. Maintain records and make reports. Upon completion of construction, assist with final inspections to verify full compliance with codes and approved plans to achieve Certificate Occupancy or Certificate of Completion.

Attends and/or facilitates meetings with city and county officials, professional organizations, neighborhood associations, community groups and others to discuss construction and compliance issues; gives informational presentations to various groups to increase public awareness, understanding

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and support of department operations.

Coordinates, supervises and schedules other facility related inspection programs including site safety and sanitation, playgrounds, fire safety and Head Start.

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Compiles data for and prepares a variety of records and reports for the department, District and/or other agencies as required.

Performs general administrative duties as necessary, including reviewing and preparing correspondence, coordinating staff training and development, preparing special studies, compiling data for reports.

Attends technical or professional seminars or conferences to enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results. Proficient in Microsoft Office applications.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions or solutions.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate-sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high-value materials, supplies and equipment.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the*

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*use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar. Must be proficient in reading and interpreting construction drawings and documents.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact – affects entire organization and the general public; probability of loss of life and/or damage are likely.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

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High School Diploma or GED required.

A bachelor's degree in engineering, construction management, architecture or a closely related field is preferred.

**Licenses Certifications Registrations Required:**

*"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid State driver's license.

Requires State certification as Plans Examiner. Plans Examiner certification must be in area of Building plans at a minimum.

Requires state certification as a building official or have approval for provisional from the state and must pass required exam in required time.

**Experience Requirements:**

*"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires ten (10) years of related experience as an inspector/plans examiner.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment. Requires climbing of ladders and the ability to work off of elevated work surfaces. Must not have issues with height or tight places as these will be frequently encountered.

**Unavoidable Hazards:**

*"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

**Sensory Requirements:**

*"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

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The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception and texture perception

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director of Operations and Planning

**Supervises:**

Building Inspectors

PAY GRADE: From: 138.A1 To: 138.O3

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 11/22/16

Board Approved Modification 05/14/2019