

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### CHIEF BUILDING OFFICIAL

#### QUALIFICATIONS:

- (1) Valid certificate by the Florida Department of Business and Professional Regulation as a Building Code Administrator, or eligibility to meet the requirements for a Provisional Building Code Administrator's certificate.
- (2) Ten years experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with at least five years of such experience in supervisory positions.
- (3) Verified experience in the construction plan review process.
- (4) Valid Florida drivers license.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough understanding of the Florida Building Code and State Requirements for Educational Facilities.  
Comprehensive understanding of, and documented previous experience in, plan review and interpretation of specification documents.  
Knowledge of construction methods, materials and standards.  
Knowledge of and experience in the construction permitting process.

#### REPORTS TO:

Director of New Construction and Facilities Operations

#### JOB GOAL

To work directly with personnel in the New Construction and Facilities Operations and the Maintenance and Facilities Services Departments to administrate, coordinate, facilitate and authorize the processes and activities associated with permitting, scheduling, inspection and close out of new construction, remodeling, renovation, and/or maintenance projects. To establish and maintain all necessary records associated with these projects.

#### SUPERVISES:

Assist the Director in supervising Educational Facility Inspectors (formerly UBCI's) in their duties associated with code compliance.

#### PERFORMANCE RESPONSIBILITIES:

##### Facilitation

- \* (1) Provide code interpretation when necessary to resolve differences between various construction related personnel.
- \* (2) Actively participate in and/or conduct meetings with Educational Facility Inspectors, architects, contractors or other

- construction related personnel as necessary.
- \* (3) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
  - \* (4) Provide plan review, process permit applications and schedule inspections for District projects expeditiously.
  - \* (5) Involve and consider others in choosing courses of actions.

### **Communication**

- \* (6) Communicate effectively orally and in written form with architects, contractors, subcontractors, and with personnel from the District, and with representatives from county, state or federal agencies.
- \* (7) Communicate through proper channels to keep the Director informed of impending problems, situation or events occurring within the department.
- \* (8) Collaborate with the New Construction and Facilities Operations and Maintenance and Facilities Services Departments to share information and to communicate issues related to code compliant concerns.
- \* (9) Participate in discussions as necessary to provide the District and the department with varying points of views and/or alternative methods to reach problem resolution.

### **Critical Thinking**

- \* (10) Research and locate necessary data and information.
- \* (11) Analyze and use appropriate data in the decision making process.
- \* (12) Demonstrate the ability to exercise judgment when interpreting and applying policies, regulations, codes, statutes and/or laws.
- \* (13) Use technology appropriately and effectively.
- \* (14) Consider different perspectives, alternative options and consequences of each in making decisions.

### **Proactive Orientation**

- \* (15) Demonstrates initiative in fulfilling performance responsibilities and seeking solution to concerns related to code compliance issues.
- \* (16) Provide proactive leadership within the programs and services offered by the New Construction and Facilities Operations Department.
- \* (17) Provide leadership and training to Educational Facility Inspectors.

### **Continuous Improvement**

- \* (18) Maintain and model high standards of professional conduct.
- \* (19) Remain current in construction methodologies, applicable codes, laws and/or regulations that apply to educational facilities.
- \* (20) Provide training opportunities to personnel working in code enforcement.

- \* (21) Assist others in understanding relevant information related to plan review, permitting, inspection, document organization, archival storage, and/or project close-out.
- \* (22) Maintain appropriate certification as required by the State of Florida, the District and/or the department as it relates to job requirements.
- \* (23) Become a member and actively participate in professional organizations such as the Building Officials Association of Florida.
- \* (24) Participate in meetings related to the role and responsibilities of this position or upon the request of the director.

### **Technical/Professional Knowledge**

- \* (25) Establish the procedures and practices which directs the permitting, plan review and inspection processes for the District.
- \* (26) Possess the ability to appropriately administer federal, state and local building codes applicable to educational facilities.
- \* (27) Facilitate code interpretation and enforcement and render decisions which serve in the best interest of the District.
- \* (28) Possess an in depth knowledge of building construction materials, procedures, practices and methods.
- \* (29) Possess an understanding of new construction, remodeling, renovation and/or maintenance activities.

### **Constancy of Purpose**

- \* (30) Coordinate with District personnel in program and facility planning.
- \* (31) Align program initiatives with District and departmental goals.
- \* (32) Conduct staff meetings to discuss policy changes, code interpretation, code revision and/or problem resolution as necessary.
- \* (33) Endeavors to perform duties in accordance with the shared vision, mission and values of the District, the director and the department.
- \* (34) Provide leadership developing a positive working environment.
- \* (35) Perform other tasks as necessary consistent with the goals and objectives of the District, the director, the department and of this position.

### **Managerial**

- \* (36) Prepare and/or coordinate the preparation of permitting procedures, issuance of permits, scheduling of inspections, inspection procedures, and/or organization of construction documents.
- \* (37) Prepare and submit necessary permit applications accurately and in a timely manner.
- \* (38) Monitor decisions and actions taken by departmental personnel as they relate to code compliance inspections and activities.

- \*(39) Oversee the selection of necessary software, materials and equipment.
- \*(40) Assist the director in the supervision of on-site district inspectors.
- \*(41) Determine and prepare equipment and material needs for the annual budget request process.

**Decisiveness**

- \*(42) Make and share decisions in a timely manner.
- \*(43) Make decisions which represent the District's goals, vision and mission.
- \*(44) Respond quickly to emergency situations.
- \*(45) Serve as the arbitrator for code issues that arise on District projects.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently. Also, this position requires the individual to be able to climb ladders to access roof areas and to navigate rough terrain on construction sites to conduct code compliance inspections.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

Extended hours beyond the regular work day may be frequently required.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities