

City of Dunedin, Florida
Class Description

JOB TITLE: Deputy Building Official
Planning & Development Department

GENERAL STATEMENT OF JOB

Under direction, plans, directs and assists with supervising the various functions of the Building Division, including building plan review, building code inspections and building code permitting ensuring the proper enforcement and administration of the Florida Building Codes, City development standards and ordinances. Performs related work as directed. Reports to the Building Official.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Assists with supervising division personnel. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending disciplinary action, employee transfers, promotions and discharge.

Conducts meetings with developers, contractors, architects, engineers and property owners to discuss building plans and issues.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Assists in the preparation of the division budget; monitors expenditures.

Develops and implements division policies and procedures.

Interprets Florida building, electrical, mechanical and plumbing codes to City personnel, professionals and the general public.

Receives and responds to inquiries, concerns and complaints from the general

Deputy Building Official, Planning & Development Department

public. Presents information at public hearings as required.

Reviews and approves/disapproves building permit applications.

Reviews construction drawings for residential and commercial construction. Coordinates reviews with other City agencies and divisions.

Schedules, delegates and/or performs building code inspections; prepares and/or reviews inspection reports.

Issues Certificates of Occupancy.

Monitors the division's permitting process for compliance with policies and procedures.

Assists Code Enforcement Board, various committees and community organizations as required.

Ensures the maintenance of accurate files and information to support a variety of projects. Oversees the maintenance of permanent division records and official documents.

Attends classes, seminars, workshops, etc., to enhance job knowledge and skills as required.

Evaluates and makes recommendations to improve and streamline internal controls and the permitting process.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, assisting customers at the counter, recording/retrieving data on computer, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in architecture, engineering, building construction, codes enforcement or related field with ten years of combined experience as an architect, engineer, building code administrator, plans examiner, building code

Deputy Building Official, Planning & Development Department

inspector, registered or certified contractor, or construction superintendent, with at least 5 years of such experience in supervisory positions.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a standard State of Florida certification as a Building Code Administrator.

Must possess at least one standard state certification in any of the following: building, electrical, plumbing and mechanical inspection and at least one standard state certification in any of the following: building, electrical, plumbing and mechanical plans examiner. Multiple certifications in both inspection and plans examiner are preferred.

Must possess or obtain a valid Florida driver's license within thirty days of employment.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Deputy Building Official. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and /or analyze data and/or information. Includes exercising discretion in

Deputy Building Official, Planning & Development Department

determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the division budget, and knows how to prepare and monitor the budget.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand tools, testing devices, drafting tools, etc. Is knowledgeable in the design, methods and materials of building construction and electrical, plumbing, mechanical systems. Has knowledge of the practices of contract administration. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations; ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Deputy Building Official, Planning & Development Department

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 30 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

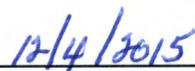
Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks involve occasional exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dusts/pollen, electric currents, noise extremes, vibrations, machinery hazards.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Planning & Development Director



Date