

Assistant Building Official



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.

JOB SUMMARY

The Assistant Building Official assists in ~~the enforcement and application of~~enforcing and applying the Florida Building Code, City Ordinances, and Broward County Administrative Code. This includes managing and supervising the permitting process, plan review, and code enforcement for structural, electrical, mechanical, and plumbing trades. Work involves providing staff, and external stakeholders, contractors, and professionals with direction regarding compliance with local, state, and federal codes. This role interprets Florida Building Codes and assists the Building Official in rendering final determinations on complex code issues, along with and administering policy and procedures brought forth by the Broward County Board Rule and Appeals. This position reports to the Community Development Director under general direction of the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in ~~the enforcement~~enforcing of policies and procedures for overall operations and activities of the Building Division, e.g., application processing, inspection procedures and review, and plans examination.
- Manages the operations of the assigned functional areas; oversees, schedules, and assigns duties and tasks for functions under charge, e.g., licensing, permitting, inspections, and plan review.
- Consults architects, engineers, general, specialty contractors, and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers, and architects.
- Manages plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general and specialty contractors, and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers, and architects. Investigates escalated complaints regarding alleged code violations by assigning follow-up review and taking action.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Coordinates work schedules with departmental staff and with other City departments.
- Attends various meetings, training sessions, and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.

- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed
- Assist with structure fire and structure damage analysis during and after hours.
- Serves as principal enforcing officer of the State of Florida and Broward County Building Codes as mandated under statute(s).
- Enforces local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources.
- Represents the City in legal proceedings related to code violations, standards, and compliance; collaborates with government agencies as necessary.
- Provides direction and interpretation to inspection staff in more complex aspects of work.
- Responds to code interpretation inquiries and concerns from external stakeholders, other entities, and regulatory agencies (associated with structural compliance).
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Under a Cooper City State of an Emergency, becomes an essential employee for the City of Cooper City and attends preparation meetings and drills.
- Supervises staff, assists in the hiring processes for building division staff, completes performance reviews and coordinates training of staff.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- ~~High school diploma or equivalent. High School Diploma and~~ A minimum of eight (8) years of experience directly related to building construction, plan review, and inspection services OR Associates Degree in Building Construction, Engineering, Architecture, or related field and seven (7) years of experience directly related to building construction, plan review and inspection services OR Bachelor's Degree in Building Construction, Engineering, Architecture or related field and six (6) years of experience directly related to building construction, plan review and inspection services.
- Must be certified or have the ability to be certified by the State of Florida Building Code Administrators and Inspectors Board (BCAIB) as a Building Code Administrator within ninety (90) days of hire.
- Must possess or be able to obtain certification as a Building Official by the Broward County Board of Rules and Appeals within ninety (90) days of hire.
- At least one (1) certification in an inspection trade area in accordance with Florida Statute.
- A minimum of five (5) years of experience in the High-Velocity Hurricane Zone (HVHZ) OR Professional Architect or Engineer having practiced within the HVHZ for at least three (3) years.
- Must have at least two (2) years of previous supervisory experience.
- Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for the required experience or education.
- Possess or be able to obtain a valid State of Florida driver's license ~~within 30 days~~ by the date of hire.

Knowledge, Skills, and Abilities:

- Advanced knowledge of commercial and residential building construction methods and materials.

- Advanced knowledge of the Florida Building Code and Broward County Administrative Code.
- Knowledge of principles, practices, methodologies, and techniques utilized to effectively manage and motivate a diverse workforce.
- Knowledge of the available body of literature, resources, and agencies applicable to the effective administration of municipal commercial and residential building and construction functions.
- Ability to read, interpret, and render compliance decisions in construction plans, schematics, blueprints, and related documentation.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Skilled in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department-/organization-specific software and abilityable to learn and become proficient in the use of other specialized software as may be required.
- Skilled in adapting to a changing work environment, competing demands, and ability-to-dealdealing with frequent changes, delays, or unexpected events.
- Skilled in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to effectively present information and technical advice to top management and all relevant constituents/parties/individuals.
- Ability to read, analyze, and interpret program-related laws and regulations and establish necessary work processes and procedures.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processesprocess improvements.
- Ability to identify potential issues, modify processes, and resolve conflict as the-need-arisesneeded.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.