

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Building Supervisor
DEPARTMENT: Sustainable Development
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs supervisory level work in support of the Sustainable Development Department. Ensures processing of applications for building and related permits. Position typically supervises a small to mid-size team of employees and typically schedules day-to-day work activities to provide optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Supervises all administrative processes associated with the Building Division in the Sustainable Development Department
- Oversees and ensures good customer service to residents, architects, contractors, and engineers
- Enters, maintains, and upgrades reports and administers daily building activity
- Makes decisions on permitting processes and implements new programs as needed or required
- Manages contractual services including budgeting of resources and conducting periodic quality reviews
- Monitors the building permit process
- Monitors, expedites, and prioritizes assigned projects from submittal to permitting
- Prepares projections for budgeting purposes
- Prepares and updates records and retention processing
- Prepares and submits departmental reports and documents related to building and construction permits to city, county and state agencies
- Develops new forms, memos, letters, and reports
- Responds to and resolves complaints and concerns of residents and contractors
- Supervises staff and establishes work schedules
- Conducts employee evaluations and makes recommendations for discipline
- Conducts job interviews for open positions and promotional opportunities; recommends potential candidates for hire
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

Bachelor's degree in business or related discipline; supplemented by two (2) or more years' of responsible business management and clerical experience in the building trade; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures
- Knowledge of the building trades including residential and commercial
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to effectively multi-task, assign, and prioritize assignments within the department
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to develop and interpret budgets, contracts, fiscal, and financial reports
- Ability to organize work for timely completion
- Ability to delegate, supervise and train effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date