

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Deputy Building Official
DEPARTMENT: Sustainable Development
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs manager level work in support of the Sustainable Development department. Position is responsible for managing a team of technical employees, primarily in the structural discipline, and serving as the Building Official to manage projects, work, and employees in the electrical, plumbing, and mechanical disciplines in the Building Official's absence. Position is also responsible for conducting complex plan review and for quality assurance of subordinates' inspections to ensure enforcement of the Florida Building Code and the City's Building Code and ordinances. Position requires depth of expertise and knowledge in specialized functions or business areas which will be used to develop efficient and innovative ways to accomplish the City's business strategies.

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.

- Serves as the Building Official in his or her absence
- Manages and supervises the structural inspections and plan review functions; assists in the supervision of the mechanical, electrical, and plumbing inspections and plan review functions
- Supervises and/or directs a team of structural inspectors and plan reviewers, as well as staff in the other disciplines in the Building Official's absence, including training, evaluating and managing performance, scheduling daily assignments for personnel, and providing input to hiring and disciplinary actions as needed
- Recommends amendments and additions to the City's Code of Ordinances related to Building Codes and Inspections
- Conducts complex plan review and inspections for compliance with all applicable codes
- Develops and prepares reports and maintains accurate records
- Monitors non-conforming uses and ensures upgrades in accordance with the Building Code
- Participates in meetings with contractors, developers, architects, and engineers prior to and during construction activity
- Investigates complaints pertaining to violations of applicable codes and ordinances; investigates referrals from the Code Compliance division

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

- Assists residents and contractors with problems and answers general questions on a daily basis; resolves customer concerns
- Assists in budget preparation and administration; monitors division expenses to ensure budgetary compliance
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by seven (7) or more years of experience in construction practices; an equivalent combination of education, certification, training, and/or experience may be considered. Associate's degree or higher in engineering, architecture or a related field is preferred.

Must have a state of Florida driver license, Class E or higher; current General Contractor license in the State of Florida; current Plans Examiner license from the Florida Building Code Administrators and Inspectors Board (BCAIB); and current Plans Examiner certification from the Broward County Board of Rules and Appeals (BORA).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of construction practices
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task, prioritize assignments, and organize work for timely completion
- 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 work with minimal supervision
- 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, including City management team and staff members and outside stakeholders such as architects, engineers, developers and homeowners
- Ability to delegate, manage, and supervise projects and staff effectively
- Ability to regularly attend work and arrive punctually for designated work schedule

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time walking and/or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with 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.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Tasks may involve extended periods of time at a keyboard or work station. Tasks may involve extended periods of standing. Tasks may involve walking for extended periods of time.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date