

**MAJOR FUNCTION**

This is responsible architectural and technical engineering work supervising office staff and technical support personnel responsible for reviewing building plans and specifications for compliance with building codes, the Comprehensive Plan, and acceptable engineering practices. Work is performed under the general administrative direction of the Building Official. Duties include responsibility for zoning, Type "A" reviews, occupational license issuance and research, and residential permit team. The incumbent exercises considerable independence in developing operating procedures and policies by directing work activities and is afforded latitude to exhibit technical discretion and judgment. Work is reviewed through conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises, through the zoning and permit process, the implementation of Comprehensive Plan policy. Writes proposed policies and procedures for the Building Inspection Division. Provides special assistance to division and department director on specialized subjects and conducts research. Assigns and supervises work of technical engineering and office support personnel responsible for issuing certificates of occupancy, stormwater utility assessment, maintaining plan review process, and maintaining files on building projects. May review building plans, and signs for codes compliance. Confers and coordinates building permit approvals with other governmental agencies, architects, and engineers. May review building permit and sign applications to ascertain compliance with State Construction Industry Licensing requirements. Provides assistance to the general public on requirements for making application for construction or alteration and the related expenses. Ensures review of preliminary building plans with architects, engineers, contractors, and owners to provide assistance for compliance with codes. Assists field inspectors with inspection of fire sprinklers and alarm systems, and conducts seminars on code changes with Building Inspectors. Keeps informed of all changes relating to City, state, and federal laws governing standard building codes. Attends conferences of the Tallahassee-Leon County Board of Adjustment. Recommends the selection, transfer, promotion, grievance resolution, discharge or discipline of subordinate employees. Conducts performance evaluations, and recommend approval or disapproval of merit increases. Requires the use and exercise of independent judgment. Performs related work as required.

**Other Important Duties**

Acts in the absence of the Deputy Building Official. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of planning principles and zoning interpretation and enforcement. Considerable knowledge of modern construction methods, practices, materials, and equipment as applied to approval of plans and specifications of building construction. Considerable knowledge of building codes, laboratory test procedures, and modern office practices and procedures. Considerable knowledge of civil and structural engineering. Considerable knowledge of Board of Adjustment and City Commission policy and procedures. Ability to read and interpret construction diagrams, plans, specification, and blueprints to determine compliance with established construction and installation processes. Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in solving new problems. Ability to layout, delegate responsibility, and supervise personnel engaged in the enforcement of building and zoning codes and ordinances. Ability to communicate concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in architectural engineering technology, building construction, civil engineering, or a related field and three years of professional experience as a plans examiner or building construction estimator; or an equivalent combination of training and experience. At least one year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid certificate as a Chief Building Code Analyst issued by the Southern Building Code Congress International, or a valid certificate as a Building Official issued by the Building Officials Association of Florida, the South Florida Building Code, Council of America Building Officials, or the Florida Board of Building Codes and Standards at the time of appointment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 06-02-88

Revised: 01-17-90

12-01-92

11-03-93

02-03-94

12-10-03\*

09-15-09\*