


Job Description



City Manager Signature
9/20/18

Date

Title: Building Director
Department: Building Department
FLSA Status: Exempt
Reports To: City Manager
Pay Grade: 145

Minimum Qualifications

- A. Education and Experience:
Graduation from an accredited four year college or university with a Bachelor's Degree in Building Construction or a related field with major course work in structural engineering, architecture, or construction management, or ten years of experience as a State-certified residential building contractor, architect, engineer, building inspector, or superintendent of building construction, including two years in a supervisory capacity required. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

- B. Certifications:
Licensed by the State of Florida as a Building Code Administrator; Standard Building, Electrical, Mechanical and Plumbing Inspector and Standard Plans Examiner required. Valid Florida Driver's license required.

- C. Knowledge, Abilities, and Skills:
Thorough knowledge of Florida Building Codes required. Must possess excellent oral and written communication skills. Proficiency in Microsoft Office Suite required.


General Description

Under general direction of the City Manager, provides building development service to the City, through the supervision and direction of subordinate personnel and development and implementation of policies and procedures compliant with State and local codes and ordinances. Work is carried out with wide latitude for independent judgment and initiative. This Director acts as the City's Building Official and floodplain management administrator and serves as the City authority on condemning buildings and finding buildings to be uninhabitable.

Essential Functions:

1. Confers with contractors, architects, engineers, owners, and other City staff regarding construction codes, building plans, and flood protection.
2. Makes final code interpretations, building code enforcement interpretations, and plan review/inspection determinations.
3. Issues building and construction permits to the general public, contractors, and subcontractors for work performed in the City.
4. Issues certificates of occupancy for new buildings.

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5. Conducts site visits to make plumbing, mechanical, gas, structural, and/or electrical inspections.
6. Checks on-site compliance with construction height and setback requirements.
7. Checks for sub-standard and/or unsafe structures and handles condemnation proceedings.
8. Records documents and maintains all inspections and other records.
9. Receives and investigates inspection complaints, and provides written record of all findings.
10. Oversees Local Business Tax Receipts program.
11. Oversees City's floodplain management program; reviews construction plans for compliance with flood zone and adherence to codes.
12. Interacts with other departments on construction, development, and licensing matters.
13. Responds to emergency requests from the City Manager; responsible for preliminary damage assessments following emergencies and disasters.
14. Refers applicants to the Board of Adjustment for appeals of code enforcement violations. Supervises preparation and presentation of cases of non-compliance.
15. Directs and participates in the development and administration of the departmental budget.
16. Trains, develops, and evaluates subordinate staff.
17. Handles, in conjunction with City Attorney, legal and contractual matters related to department operations.
18. Studies and prepares proposed codes.
19. Prepares and presents agenda items and supporting documentation to relevant commissions and boards as directed by the City Manager; recommends changes to City ordinances.
20. Coordinates, attends and participates in administrative meetings as required. Represents Department at public meetings and/or hearings as needed.
21. Protects assets by establishing, monitoring, and enforcing internal controls.
22. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises management of actions and potential risks.
23. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
24. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to distinguish colors, ability to communicate (orally and in writing), driving, moderate lifting and carrying (up to 44 lbs.), reaching, pulling, pushing, walking, climbing, crawling, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment and outside at site areas in various weather conditions with noise, slippery or uneven surfaces, and at heights of up to 50 feet (approximately).

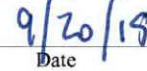
Key Competencies

City of Fernandina Beach

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Integrity, organizational skills, professional knowledge, analytical skills, attention to detail, interpersonal skills, and communication (oral and written).