

# **CITY OF MARGATE, FLORIDA**

## **JOB DESCRIPTION**

**JOB TITLE: ASSISTANT DIRECTOR/BUILDING OFFICIAL (Job Code 325).**

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### **GENERAL STATEMENT OF JOB**

This position assists the Building Official in the enforcement of Florida Building Code and applicable City Ordinances, as they pertain to permit issuance, plan review, and construction inspections. Assists in the enforcement of applicable, State Statutes relevant to Project Designers and Construction Contractors. Assists in the administration of Policy and Procedures for Building and Code Services Department staff members. This position works under the supervision of the Building Official.

Under administrative direction provides comprehensive administration and coordination of all disciplines delegated to the city's Building and Code Services Department. Position ensures the efficient administration of the Florida Building Codes and related regulation as well as adherence to specified standards of materials, workmanship and safety. Employees in this class have the considerable responsibility of budget preparation and administration for the department.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. Duties are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Assists in directing and supervising all Building and Code Services personal. This includes Building and Code Enforcement Staff.

Represents the Building and Code Services Department, prepares knowledgeable reports, presentations and data to both internal and external stakeholders.

Assists with development and maintenance of policies and procedures relating to the enforcement of all applicable laws, ordinances and regulations pertaining to construction and code enforcement in Margate.

Attends permitting, inspection, plan review and code enforcement meetings.

Visits job sites to address code compliance issues, stop work orders, fire damage assessments or verify project completion to for Certificate of Occupancy issuance.

Attends Emergency Preparation meetings and drills as part of essential staff in preparation for emergency and hurricane threats.

Assists residences with questions or problems when obtaining a permit and completing the work covered by that permit. Investigate complaints about contractors doing work within the City of Margate.

Monitors and coordinates the review of plans and applications submitted for building permits; confers or corresponds with architects, building owners and contractors concerning questions involved in the enforcement process.

Oversees the review of the Elevation Certificate and the Flood maps used for the National Flood Insurance Program.

Evaluates the performance of all structural inspectors and structural plans examiners.

Attend various staff and city meetings as representatives of the building department.

Develops and implements annual division budget.

Performs Emergency Response duties as assigned.

Performs related work as required.

Performs the duties of the Building Official in his/her absence.

## **MINIMUM TRAINING AND EXPERIENCE**

High School/GED supplemented by minimum seven (7) years of progressively responsible work experience in the field, the majority of which shall be acquired in an administrative/supervisory capacity. To be eligible for appointment as a Building Official, such person shall be certified as required by the State of Florida, Building Code Administrator and Inspectors Board (BCAIB) as Building Code Administrator. Such person shall be certified by the Broward County Board of Rules and Appeals (BORA) and shall meet one or more qualifications pursuant to the most recent adopted edition of Section 104 of the Florida Building Code, Broward County Administrative Provisions. Copies of this section are available from the Human Resources Department or Building Department.

Bachelor's degree in Building Construction Management or related preferred.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform tasks under considerable stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of all types of building construction materials, and stages of construction when possible violations and defects may be most easily observed and corrected.

Knowledge of engineering as applied to designs of reinforced concrete, steel, timber and other structures, and skill in making mathematical calculations such.

Knowledge of municipal building and related codes.

Knowledge of civil engineering principles as applied to building and utility design.

Skilled in both written and oral communications for effective expression of concepts and proposals, and clarity in task assignment.

Ability to read and accurately interpret plans, specifications and blueprints.

Ability to assign, supervise and review the work of moderately large staff of subordinates, inspectors and to provide direction and recommendation on difficult inspections, procedural and related problems.

Ability to make inspections on a variety of public industrial, commercial and residential buildings for conformance with codes, regulations and construction standards.

Ability to maintain effective working relationships with a broad range of individuals from varying educational backgrounds, as well as, city administrative officials and subordinate staff.

Ability to maintain effective working relationships with a broad range of individuals from varying professions with varying educational backgrounds, as well as, city administrative officials and subordinate staff.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to develop and provide oral presentations for large groups.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date