

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

CHIEF BUILDING OFFICIAL

Required Qualifications:

- High school diploma or equivalent
- Valid certificate by the Florida Department of Business and Professional Regulation as a Building Code Administrator or eligible to meet the requirements for a Provisional Building Code Administrator's certificate within one (1) year of employment
- Ten (10) years of experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor or construction superintendent, with at least five (5) years of such experience in a supervisory position
- Verified experience in the construction plan review process
- Valid Florida driver's license
- Thorough understanding of the Florida Building Code and State Requirements for Educational Facilities
- Posses an in-depth knowledge of building construction
- Comprehensive understanding of, and documented previous experience in, plan review and interpretation of specification documents
- Knowledge of construction methods, materials and standards
- Knowledge of, and experience in, the construction permitting process

Performance Responsibilities:

- Assist the Director of Facilities and Support Operations Division in supervising Facilities/Maintenance Inspectors (UBCI) in their duties associated with code compliance
- Provide code interpretation when necessary to resolve differences between various construction related personnel
- Actively participate in and/or conduct meetings with Inspectors, Architects, Contractors or other construction related personnel as necessary
- Use appropriate interpersonal skills styles and methods to guide individuals and groups to task accomplishment
- Provide plan reviews, process permit applications and schedule inspections for district projects expeditiously
- Collaborate with Facilities, Maintenance, Fire and Safety and Academic Services groups to share information and to communicate issues related to code compliant concerns
- Communicate through the Director of Facilities of impending problems, situations or events occurring within the department in relation to code compliance or impending rule changes
- Demonstrate the ability in interpreting and applying policies, regulations, codes, statutes and/or laws
- Maintain and model high standards of professional conduct
- Be current in construction methodologies, applicable codes and laws and/or regulations that apply to educational facilities
- Provide training to personnel working with code enforcement

- Monitor decisions and actions taken by departmental personnel as they relate to code compliance inspections and activities
- Maintain appropriate certifications as required by the State of Florida, the district and/or the department as it relates to job requirements
- Conduct staff meetings to discuss policy changes, code interpretation, code revision and/or problem resolution as necessary
- Become a member and actively participate in professional organizations such as the Building Officials Association
- Research and locate necessary data and information
- Use technology appropriately and effectively
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Facilities and Support Operations Division and/or designee

Evaluations:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approval salary schedule - Professional/Technical/Supervisory Category E

Job Code:

74024

Board Approved: 04/18/95

Revised: 10/17/06, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015