

**MAJOR FUNCTIONS**

This is administrative work directing the activities of the Building Inspection Division of the Growth Management Department. Incumbent develops and executes programs with considerable technical independence according to accepted principles and in conformity with the general policies prescribed by various special boards, City codes and regulations. Work is performed under the general direction of the Director-Growth Management and is reviewed through conferences, reports, and by results obtained.

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

Directs and supervises the overall activities of the Building Inspection Division. Plans, organizes, assigns, supervises, and reviews the work of subordinates in the division via supervisors responsible for the individual work units. Composes correspondence relating to the enforcement of Building and Zoning Regulations. Interprets and enforces the Florida Building Code and enforces the City of Tallahassee Zoning Regulations. Certifies the issuance of all building permits. Confers with other City officials on interdepartmental matters. Keeps informed of all new materials and new construction methods. Prepares budgetary estimates and performs all related work for the Building Inspection Division. Makes decisions on difficult interpretations and technical problems within the Building, Mechanical, Gas, Plumbing, and Electrical sections of the Building Inspection Division. Prepares and recommends amendments and revisions to municipal codes relating to the department. Makes routine inspections throughout the City of Tallahassee for conformance to safety and the Florida Building Code, and signs ordinances. Responds to complaints directed to the Building Inspection Division. Requires the use and exercise of independent judgment. Conducts performance evaluations and recommends the approval or denial of merit increases. Makes recommendations for the hire, transfer, promotion, grievance resolution, discharge and discipline of supervised employees. Performs related work as required.

**Other Important Duties**

May deliver talks on building safety and building regulations to civic and professional organizations. Supervises the license renewals of electrical, mechanical, plumbing and gas contractors. Participates in State and national code development processes. Perform related duties and responsibilities as required.

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

Thorough knowledge of modern construction methods, practices, materials, and equipment as applied to approval of plans and specifications and the inspection of buildings and structures. Thorough knowledge of City charter, City ordinances, State statutes and the rules and regulations pursuant thereto affecting the operations and function of the Building Inspection Division. Thorough knowledge of building, electrical, plumbing, heating and air conditioning inspection. Thorough knowledge of the State and national code development process. Considerable knowledge of the legal problems and procedures involved in the prosecution of persons violating the laws administered by the Building Inspection Division, and of the legal problems involved in the writing of ordinances. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to establish and maintain effective working relationships with peers, subordinates, contractors, general public, public officials, and to enforce building and zoning regulations with firmness and tact. Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal division. Ability to speak effectively in public. Ability to compose correspondence and perform other administrative tasks. Ability to supervise subordinates in a manner conducive to high

performance and good morale. 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 engineering, architecture or a construction related field and five years of experience in building inspection, construction or design ; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory or administrative capacity.

Necessary Special Requirements

Must possess a valid license as a Florida Building Code Administrator, issued by the State of Florida Department of Business and Professional Regulation or obtain the license within 1 year of appointment as a condition of continued employment.

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

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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