



CITY OF ST. CLOUD
invites applications for the position of:

Building Department Director

SALARY: \$69,920.86 - \$121,768.82 Annually

OPENING DATE: 08/11/17

CLOSING DATE: 08/25/17 05:00 PM

DESCRIPTION:

SALARY IS NEGOTIABLE BASED ON QUALIFICATIONS

This is an operational and administrative position in the Building Department. The individual in this position receives guidance and supervision from the Growth Management Services Administrator, who also works with the Director to conduct periodic performance evaluations.

MAJOR DUTIES:

Responsible for the enforcement of City-adopted building and zoning codes and ordinances.

Supervises the work of Building Inspector(s), Plans Examiner(s), and the Permitting staff; trains the staff in each of these assignments; plans their further training outside the division.

Prepares annual budgets and the documentation and research to support budget requests; implements approved budgets and enforces spending limits; supports the implementation of budget objectives within the department's divisions.

Responsible for personnel actions pursuant to City policies; hires, trains, disciplines and terminates employees; performs periodic informal and formal performance reviews on all employees based on organizational and personal/professional goals and objectives.

Recommends revisions to adopted codes as necessitated by changing conditions, materials, building practices, and other factors.

Performs plan reviews and inspections of buildings as required by building codes.

Performs objective and measured performance evaluations on all programs, services and regulatory efforts carried on within the department; establishes quality standards by which program decisions are made; reports the results to the Growth Management Services Administrator.

Attends and participates in conferences, meetings, seminars, and workshops set by the City Manager, City Council, city advisory boards and committees; participates in selected groups and organizations outside City government that impact City work, including those with intergovernmental regulatory or financial aid impacts.

Interprets the codes as required for local application, including construction of building, plumbing, mechanical, gas, excavation, grading, swimming pools, electrical, minimal housing standards, unsafe building abatement, amusements, demolition, energy conservation, and accessibility.

Implements the National Flood Insurance Program through the permitting process in flood hazard areas.

Maintains records of elevation certificates, required advertisements, building and trade permits,

certificates of occupancy, business tax receipts, and certificates of use.

Responds to public inquiries for information and complaints; instructs individuals and groups on the nature and requirements of the various codes regulating building and construction.

Works with the Insurance Service Office (ISO) to maintain the Code Effectiveness Grading and Classification system.

Communicates with the Fire Department to jointly inspect for fire safety standards and the enforcement of the fire safety and fire prevention codes.

Reviews the codes in effect in order to recommend revisions and upgrades as required for local conditions.

Maintains information on updates and revisions by code writers in other organizations and jurisdictions in order to recommend local revisions.

Attends Development Review Committee meetings to review site and subdivision plans; attends the Construction Board of Adjustment, the Code Enforcement Board, and the City Council meetings and present information as requested.

Presents factual information on pending cases to the Zoning Board of Adjustments and Appeals for applicants for variances on zoning regulations.

Completes employee evaluations when needed.

Approves expenditures for contractors and employees.

Performs other duties as necessary.

MINIMUM REQUIREMENTS:

Bachelor's degree in Business Administration or related field **or** any equivalent combination of training and experience

Must possess a valid Florida State Certification as a Building Official and a minimum of two years experience as a certified Florida building official.

Three (3) years of experience in a Director **or** Director equivalent position is preferred.
Maintenance of continuing education in code changes, construction methods and materials.

Maintenance of a current/valid State of Florida Driver License which meets requirements outlined in the City's Personnel Rules and Regulations Manual as well as any requirements by the City's insurance carrier (at no additional cost, or risk), and determined by the City to be an acceptable driving record history.

KNOWLEDGE/SKILLS/ABILITIES:

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with

hands and arms and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Mathematics:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

APPLICATIONS MAY BE FILED ONLINE AT:

www.stcloud.org

1300 9th Street
St. Cloud, FL 34769
407-957-7223

humanresources@stcloud.org

Position #00988
BUILDING DEPARTMENT DIRECTOR
TL

Building Department Director Supplemental Questionnaire

* 1. Which best describes your level of education?

- No High School Equivalency
- High School Diploma or Equivalency
- Associate's Degree
- Bachelor's Degree
- Master's Degree

* 2. Do you have a valid Florida Driver's License?

- Yes No

* 3. Do you have a State of Florida Building Official Certification?

- Yes No

* 4. Select the years of experience you have as a Certified Florida Building Official.

- Less than 1 Year
- 1 Year
- 2 - 3 Years
- 4 - 5 Years
- 6+ Years

* 5. Do you have supervisory experience?

- Yes
- No

* 6. Please select how many years of supervisory experience you have.

- N/A
- 1-2 years
- 2-3 years
- 3-4 years
- 4-5 years
- 5+ years

* Required Question