



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Assistant Chief Building Official - Plans
JOB CODE: S-032
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Chief Building Official
CONTRACT YEAR: Twelve Months

POSITION GOAL: ~~To participate in the Building Department management process ensuring that the School Board of Broward County is provided with~~ To ensure that all School Board of Broward County buildings and structures are code compliant, safe, secure and sanitary educational facilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Assistant Chief Building Official - Plans shall carry out the performance responsibilities listed below.

- ~~plan~~ Plan, supervise and review the work of ~~assigned architects, engineers, Senior Plans Examiners and Plan Examiners certified under (Florida Statutes 468) plans examiners and other personnel.~~
- ~~assist~~ Assist the Chief Building Official in the establishment of work related procedures and policies.
- ~~assist in the management of the daily business affairs of the office~~ Provide oversight and management of the daily operations for the Building Department .
- ~~review~~ Review building plans, specifications, and the work of private architects, engineers, and District ~~personnel~~ staff engaged in projects for the The School Board of Broward County, Florida, ~~for~~ to ensure compliance with the Florida Building Code, Florida Fire Prevention Code, and all other applicable requirements.
- ~~conduct~~ Conduct inspections and assist with code interpretation, as needed.
- ~~enforce~~ Enforce Federal Emergency Management Agency (FEMA) rules and regulations.
- ~~Ensure~~ Ensure compliance with accessibility requirements for Children's Environments and the Handbook for Public Playground Safety.
- ~~ensure~~ Ensure staff development and maintenance of current certificates.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- ~~Participate successfully~~ Participate in the training programs offered to ~~increase~~ enhance the ~~individual's skill~~ individual skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to ~~job responsibility responsibilities.~~
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~Fellow Federal and State~~ Follow federal and state laws, as well as School Board policies.
- ~~Perform~~ Perform other ~~assigned~~ duties as assigned consistent with the ~~goals and objectives of this position~~ by the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in architecture or engineering, building, construction or related field from an accredited institution.
- ~~Minimum~~ A minimum of ten (10) years, within the last fifteen (15) years, of experience ~~and/or training~~ in the field related to the title of the position.
- ~~Current registration as an architect or engineer in the State of Florida.~~ Valid Florida Registration as an Architect (Building specialty) or Professional Engineer in one of the following disciplines: Civil Engineering (Civil specialty), Structural Engineering (Structural specialty), Mechanical Engineering (Mechanical specialty), or Electrical Engineering (Electrical specialty).

- ~~Must possess an inspector's, plans examiner's and code administrator's certifications as certified~~ Certified by the Department of Business and Professional Regulation under (Florida Statute (FS) 468) in the following disciplines: Building Code Inspector, Plans Examiner and Building Code Administrator.
- ~~Knowledge~~ Demonstrated knowledge of applicable building codes, laws, regulations and rules.
- ~~Knowledge~~ Demonstrated knowledge of the State Board of Educational Rules and Standards, and State Requirements for Educational Facilities (SREF) and procedures pertaining to construction of educational facilities, or other large public facilities.
- Effective verbal and written communication skills. Effective interpersonal skills.
- Ability to read and interpret contract documents.
- ~~Ability to select, supervise and evaluate professional, technical and clerical staff.~~ Prior supervisory experience.
- Valid Florida driver's license.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Preferred degree major in architecture in the State of Florida.~~
- ~~Prefer experience~~ Experience as an architect or engineer in the design and construction of large or commercial public facilities, with at least five (5) years of such including experience as a manager.
- ~~Successful experience~~ Prior experience in educational facility planning, design, and construction is preferred.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent interaction with architects, engineers and contractors regarding the submission of construction documents that meet the minimum code requirements as required by FS 553.80, which incorporates the planning, supervision and review of the work of assigned architects, engineers, certified (Florida Statutes 468) plans examiners and other personnel for the purpose of maintaining code compliant and safe structures for the educational environment.

SUPERVISES:

~~Professional staff of architects, engineers, and certified (Florida Statutes 468) plan examiners.~~

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 6/18/2002

Adopted: 7/16/2002

Board Adopted: 12/16/03*

Revised: 5/12/06

Title Change: 7/1/06