



BUILDING OFFICIAL

SUMMARY/SCOPE/GOAL

To ensure construction projects are constructed in accordance with the State Uniform Building Code and DOE approve plans and specifications. To establish and enforce quality standards. To prepare cost estimates and report concerning planned or proposed projects. To assure that architectural and engineering plans and specifications meet Florida, Department of Education Rules and Regulations. To provide support in the administration of construction contracts. To be, or become, a certificated UBCI, and perform the required functions of a Uniform Building Code Inspector. (UBCI).

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree from an accredited educational institution with major course work in building construction, architecture, engineering or equivalent combination of experience and training.
- Experience in administration of construction contracts.

PREFERRED/DESIRED:

- Experience in building construction and/or facility planning, five years desired.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Serve as an advisor to Staff Engineer and Assistance Superintendent for Facilities Services.
2. Coordinate and interpret educational specifications for the design architect and his consulting engineers.
3. Assist the Director of Project Management in administration of construction contracts and contracts for construction related professional services.
4. Perform regular inspection of construction projects to assure conformance to final approved plans, the Uniform Building Code and School Board quality standards.
5. Provide liaison for the preparation, collection, and collation of all facilities standards, construction data, population trends, and cost estimates as they relate to the Five-Year Educational Plant Survey.
6. Review construction, renovation or remodeling project plans and specifications, to assure compliance with DOE Rules and Regulations, Uniform Building Code and Brevard County School Board policies.

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7. Review approved shop drawings material and job submittals to assure contractor compliance with approved plans and specifications.
8. Assist the Staff Engineer to support the construction programs and complete special assignments as required to support the needs of the Facilities Department.
9. Travel to schools and work sites throughout the county.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of Uniform Building Code and Florida School Laws and Regulations. Knowledge of building design and construction as it relates to school facilities. Ability to read and understand construction documents including working drawings and specifications for general construction, mechanical and electrical systems. Knowledge of construction contracts and enforcement techniques. Ability to qualify as a Uniform Building Code Inspector. Ability to manage construction activity and personnel.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Building Department
TITLE CODE:	C2337	CONTENT BY:	Assistant Superintendent – Facility Services
GRADE:	22	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	11/20/01	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2/17/1998	Developed	
1.1	11/6/01	Revised	
1.2	12/1/20	Revised: New Format	Human Resources
1.3	11/29/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.