



BUILDING OFFICIAL

SUMMARY/SCOPE/GOAL

This position is primarily responsible for providing comprehensive building code administration services. Scope of work includes complex building and related systems plan review, permit issuance, inspection services and overall administration of the building permit program for Brevard Public Schools in accordance with the requirements set forth in the Florida Building Code (FBC), Florida Department of Education (FDOE) State Requirements for Educational Facilities and Florida Statutes.

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 related field.
- Five (5) years minimum experience as a building inspector, building plans examiner, building code administrator, or experience in building construction or related experience with Florida. educational facilities experience preferred.
- An Associate's Degree in a related field with ten (10) years minimum experience may be accepted.
- Fifteen (15) years minimum experience may be accepted in lieu of a degree.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida driver's license.
- Must be a Certified Building Official/Licensed Building Code Administrator in the State of Florida as administered by the Florida Building Code Administrators and Inspectors Board (BCAIB) or have a provisional certificate (valid for up to 3 years: as specified by board rule) and attain a non-provisional Certified Building Official certificate within the 3-year provisional time limit.

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. Provide building code administration support.
2. Perform plan review of new construction, remodel and renovation projects throughout the District to meet the requirements of the FBC, DOE design standards, and District design standards.
3. Perform inspections of new construction, remodel and renovation projects throughout the District to meet the requirements of the FBC, DOE design standards, District design standards, and approved construction documents and specifications.
4. Provide technical support and code interpretation, when requested, for the Coordinator, Building & Fire Code in relation to the FBC.

BUILDING OFFICIAL

5. Make recommendations for process improvements to administration in relation to the Building Code Compliance Department.
6. Prepare detailed reports of inspection findings and coordinating necessary re-inspections with contractors, appropriate Facilities Department staff, and Maintenance Supervisors.
7. Issue the Annual Facilities Maintenance Permit and monitor/inspect all work associated with the Annual Facilities Maintenance Permit.
8. Provide appropriate Facilities Department staff with interpretations of the FBC.
9. Manage the District's permitting department to include establishing document management protocols (including electronic permitting), records retention, staff scheduling, budgeting and other administrative functions.
10. Facilitate solutions and provide guidance to ensure permits are issued and inspected within the time frames necessary to support construction schedules.

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:

Thorough understanding of the Florida Building Code, Florida Department of Education State Requirements for Educational Facilities and applicable 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 methods, materials, standards, contracts, and enforcement techniques. Ability to qualify as a Building Code Inspector. Ability to manage multiple priorities and administrative demands to effectively lead the permitting and inspection function for Brevard Public Schools.

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:	29	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Director Professional Standards & Labor Relations
LAST BOARD APVD:	5/14/24	CLASSIFICATION:	Assistant Superintendent Human Resources Services
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
2.0	3/20/24	Update scope, qualifications and functions to meet current responsibilities.	Sue Hann, Assistant Superintendent – Facility Services
2.1	5/14/24	Board Approved	Board

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.