

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

BUILDING CODE ADMINISTRATOR

QUALIFICATIONS

- Bachelor's Degree in architecture, engineering, construction, or related field **OR** appropriate state certification with high school diploma or equivalence or Florida special diploma.
- Seven (7) years' direct experience in commercial or institutional construction projects to include building code inspection or plan examiner experience.
- Public agency experience preferred.
- Must possess the appropriate license as a Building Code Administrator required by the State of Florida Department of Business and Professional Regulation.
- Must be a Certified Building official, International Code Council.
- Valid Florida driver's license.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of International Building Code, Florida Building Code, Florida Fire Prevention Code, State Requirements for Educational Facilities (SREF), NEC, EPA, NFPA, ASHRAE, and OSHA.
- Knowledge of Construction Specification Institute (CSI) document standards.
- Knowledge of building construction methods, materials, and processes.
- Knowledge of computer applications as related to department job functions.
- Skill in plan review and administration of technical codes on multiple projects occurring concurrently.
- Skill in critical analysis in solving complex problems.
- Ability to analyze and interpret building and fire codes.
- Ability to read, determine material quantities, adjust scale, and comprehend construction drawings and specifications.
- Ability to inspect all aspects and stages of construction, climb ladders, and scaffold.
- Ability to work cooperatively and communicate effectively with personnel at all levels within the school district.
- Ability to accurately perform job functions in the office and at remote sites with minimal supervision or direction.
- Ability to train and lead others.
- Ability to maintain compliance records; prepare and present oral and written reports of a technical nature to varied audiences.

SUPERVISION

REPORTS TO Executive Director of Operations
SUPERVISES Owner's Construction Representatives/Inspectors and other assigned personnel

POSITION GOAL

To ensure that district construction plans comply with applicable codes required by district policy, municipal code, county ordinance, or state law.

PERFORMANCE RESPONSIBILITIES

1. *Provide timely and accurate plan review and inspections of school district construction projects for compliance with relevant codes and standards consistent with the district's goals.
2. *Provide thorough communication regarding construction document deficiencies and required actions for compliance.
3. *Issue building permits and administer/coordinate the building permit review process.
4. *Maintain appropriate records of permits, approvals, and construction inspections of the district's construction projects.
5. *Respond to internal and external stakeholders in a timely, accurate, and courteous manner.
6. *Assist project manager and oversee inspector's inspection of contractor's work to ensure compliance with contract documents, approved shop drawing, State Board of Education Rules, all applicable codes, standards, and approved practices for quality control.
7. *Perform site inspections to resolve conflicts regarding deviations from approved plans and specifications, provide plan/code interpretations, and/or provide guidance and technical assistance to inspectors.

BUILDING CODE ADMINISTRATOR, Page 2

8. *Consult with architects, engineers, project managers, contractors and other interested persons to explain code requirements and resolve design and construction issues.
9. *Attend pre-construction meetings to provide technical input regarding codes, standards, and inspections.
10. *Participate in the district's formal review of construction drawings, specifications, and other project documentation during the design phases.
11. *Assist in solving field problems through recommendations and coordination with the assigned project manager.
12. *Administer the Florida Department of Community Affairs (FDCA) manufactured building insignia program for the district.
13. *Review current developments, literature, and technical sources of information related to job responsibilities.
14. *Plan, organize, and assign work and supervise performance of personnel.
15. *Coach, mentor, and train assigned inspection personnel.
16. *Promote and provide for staff development opportunities.
17. *Keep the Executive Director of Operations informed of all issues about which he or she should be aware.
18. *Perform other duties as assigned by the Executive Director of Operations.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Construction safety and personal protective equipment; surveying and measuring equipment; and construction inspection equipment and devices.

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 constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

TERMS OF EMPLOYMENT

PAY GRADE

AO-04-D \$79,201 - \$121,490

District Salary Schedule	
Months	12
Annual Days	258
Weekly Hours	37.5
Annual Hours	1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	02
EEO-5 Line	06
Function	7400
Job Code	2112
Survey Code	74009

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 17, 2019

ADA Information Provided by Joseph Ranaldi
Position Description Prepared by Joseph Ranaldi

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.