



JOB TITLE	DEPARTMENT	REPORTS TO
Building Code Administrator	Building	Chief Operations Officer

Position No: 74008	Length of Work Year: 12 Months
Salary Schedule: AD09	Date Approved: 12/11/01
FSLA: Exempt	Date Revised: 11/9/10; 8/5/15; 4/12/18; 8/4/22

JOB GOAL
To oversee district construction and monitor adherence to established building codes.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree preferred.
2. Valid Florida Driver's License.
3. State licensure as code administrator from the Building Code Administrators Licensing Board under provisions of Chapter 468 FS.
4. State licensure as Fire Safety Inspector under provisions of Chapter 633.081 FS.
5. Five (5) years documented successful experience in construction inspections and plan examination.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To coordinate and/or perform inspections or plan review on all construction projects.
2. To issue/obtain necessary building permits for school district construction/renovations.
3. To enforce the provisions of the State requirements for educational facilities during construction until the Florida Building Code is met.
4. To assist in selection of and planning for future site selections.
5. To supervise and coordinate work efforts of plans examiners/inspectors and permit specialist.
6. To coordinate efforts with local emergency management and other outside agencies.
7. To coordinate outside architects, engineers, governmental agencies, vendors, utilities and contractors to obtain required services for projects including permitting.
8. To observe all safe work practices when using tools, equipment and chemicals.
9. To assist in required performance evaluations of all personnel under direct supervision and/or assigned by the Assistant Superintendent for Business Services and Chief Financial Officer.
10. Demonstrate knowledge of building codes, state and local laws, Occupational Safety and Health Administration (OSHA) regulations, the Americans with Disabilities Act (ADA), and other safety regulations governing the design and construction of schools and ancillary facilities or other large public facilities.
11. To participate in or otherwise provide for the peer review of design consultant and contract submittals to support quality Indoor Air Quality (IAQ) standards and to oversee the activities outside contractors and verify that work is performed in accordance with the requirements the contract documents.
12. To monitor environmental and IAQ regulations, recommend best management practices and implement the needs of the program to support the needs of the District and to coordinate environmental compliance and other health and safety information with county, state and federal regulatory agencies.
13. To conduct indoor air quality inspections in facilities and implement remediation when applicable.

14. To assist with the coordination of asbestos removal projects in accordance with Asbestos Hazardous Emergency Response Act (AHERA) regulations, OSHA requirements and the established work plan for the District.
15. To maintain all employee exposure data in accordance with OSHA regulations and to observe the practices of various District employees and provide recommendations on how to improve environmental, occupational safety and IAQ concerns.
16. To investigate concerns related to claims of adverse IAQ in District buildings and manage concern from initial interview to final resolution.
17. To effectively communicate with various department managers to provide for timely and cost appropriate resolution of environmental occupational safety and IAQ concerns.
18. To evaluate new technologies that exist to save district time, money and resource dedication and support the district's procurement process and assist with the scoping, bidding, and selection of qualified firms.
19. To perform assigned tasks in a timely and efficient manner.
20. To perform assigned tasks with a high standard of quality.
21. To perform other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.