

## **BDRS DIVISION MANAGER**

| <b>Job Code</b> | <b>Pay Grade</b> |
|-----------------|------------------|
| <b>10276</b>    | <b>SM4a</b>      |

### **Nature of Work**

This is highly responsible administrative and supervisory work managing technical and administrative personnel involved in performing complex strategic processes for projects that are the responsibility of the Building and Development Review Services Department (BDRS) as well as related departmental functions. Employees in this classification are responsible for managing staff in areas of assignment including site plan review, permitting applications and reviews, building code compliance, land development, construction, alteration, repair and growth management. Work involves a high degree of technical knowledge and exercises considerable independence when interpreting codes, regulations, and ordinances pertaining to departmental assignments. Incumbent is expected to exercise wide latitude in determining methods and held accountable for attaining mission objectives. The position reports to the Director.

### **Minimum Qualification Requirements**

- 8 years technical, administrative, and leadership experience in land development, structural engineering, architecture, plan review, or related field that includes 2 years supervision; or
- Associate's degree and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsements, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain certification as a Building Official by the State of Florida Department of Business and Professional Regulation within 6 months of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Illustrative Tasks (These are examples and are not all inclusive.)**

- Reviews and obtains proper interpretations of laws, rules and regulations affecting land development.
- Ensures enforcement of, and explains codes and regulations to subordinates, contractors, architects, and the general public.
- Supervises and coordinates activities of all inspection programs for code compliance.
- Coordinates and supervises the activities of the plan review, field inspection, and permit issuance sections.
- Coordinates work activities and work programs of the BDRS Department with other county work programs and projects where applicable.
- Reviews and prepares work procedures, work schedules; monitors and promotes positive workflow.
- May interact with other municipal officials for concurrence requirements relative to county provided services.
- Coordinates reviews of Development of Regional Impact with county staff, the Tampa Bay Regional Planning Council and the Florida Department of Community Affairs. Tasks may include negotiation of development order conditions or requirements within delegated authority by the County Administrator.
- Assists in or recommends the development of new policies, regulations and ordinances related to development review, growth management and issuance of permits.
- Advises staff on implementing and following new procedures, policies, regulations and ordinances as directed by the County Administrator through the director.
- May be required to prepare and deliver speeches to business, professional, civic and neighborhood groups and associations.
- Assists with the preparation of the budget for the BDRS Department.
- Makes procedural and operational recommendations to the Director.

## BDRS DIVISION MANAGER (continued)

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### Illustrative Tasks (continued)

- Administers and recommends suitable training programs for subordinate personnel.
- Administers and follows necessary departmental rules, regulations and county policies.
- Investigates personnel problems that may arise from time to time and recommends solutions.
- Confers with technical engineering personnel, and supervises the review of plans and specifications for industrial, commercial, and residential construction or alteration of such structures.
- Confers and corresponds with architects, building owners, and contractors concerning questions arising in checking of plans.
- Issues written and oral instructions; assigns duties and reviews work for accuracy.
- Assists in the administration of the Advisory and Examining Boards.
- Performs related work as assigned or required

### Knowledge, Skills, and Abilities

- Knowledge of modern building construction practices, methods, systems, materials and equipment.
- Knowledge of local, state, and federal building, plumbing, roofing, electrical and mechanical codes, ordinances, and related regulations.
- Knowledge of modern developments, current literature, and sources of information in the field of building construction and inspection.
- Knowledge of development codes, regulations, ordinances and policies.
- Ability to apply computer applications and software.
- Ability to supervise and coordinate the work of skilled technical, professional, and clerical workers performing varied tasks in specified area of assignment.
- Ability to read and interpret plans, blueprints, and specifications to determine conformity with established regulations and skilled techniques for the field inspection of buildings and other structures.
- Ability to prepare and present technical reports as required.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective working relationships with contractors, builders, fellow employees and the public.
- Ability to interpret and administer, within delegated authority, applicable legislation, rules and regulations.
- Ability to recommend, prepare or assist in the preparation of new rules and regulations affecting land development.
- Ability to present ideas and findings clearly and concisely to the public, various civic organizations, committees and panels.
- Ability to coordinate and supervise special research projects and provide recommendations in documented written form.
- Ability to speak extemporaneously on subjects related to land development codes, processes and procedures, permitting, zoning, growth and development.

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| Created | EEO Code             | Overtime Code |
|---------|----------------------|---------------|
| 12/07   | Officials & Managers | Exempt        |