



The City Beautiful

City of Coral Gables Job Description

Job Title: Building Director
Department: Development Services
Classification: 1125
Pay grade: 36E
FLSA: Exempt

Prepared Date: 01/2014
Prepared By: Frank Giallorenzo
Approved By: Elsa I. Jaramillo-Velez
Approved By: Patrick G. Salerno



Summary

Under the broad policy guidance of the Development Services Director, this position oversees the operations and management of the Building Division. Implements strategies and systems to enhance operations, management of employees, customer satisfaction, and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs and manages a City-wide Building program consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.

Assists the Development Services Director develop and manage the annual operating budget of the Building Division.

Supervises support staff; issues discipline and takes other corrective measures as necessary.

Develops and implements long range and annual action plans to meet the needs of a growing City.

Provides overall direction and strategy regarding policies, procedures, and regulations to the City.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Provides assistance to contractors and developers with proposals and problems.

Performs field inspections to review work at construction sites.

Confers with the Code Enforcement Division, Planning and Zoning Division, architects, engineers and property owners regarding compliance with City ordinances and City and building codes. Interprets ordinances and codes, makes recommendations and resolves complex problems.

Remains informed of cutting edge technologies and advancements in municipal building programs.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Acts as Secretary to the Construction Regulations and Tree Protection Boards.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with and abides by all applicable safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Extensive knowledge of South Florida building codes, zoning codes, City codes and structural design is necessary for the position. Familiarity with FEMA and Coastal Floodplain requirements is necessary. Knowledge of all types of building construction, materials and methods, and of the stages of construction when defects and possible violations may be most easily observed and corrected. Knowledge of the principles and practices of engineering as applied to enforcing building regulations, land use and zoning, and of the laws effective in the City relating to building and zoning. Excellent written and oral communications are required. The ability to successfully supervise and delegate to trade inspectors is imperative. Skill in making complicated engineering and mathematical calculations and in the use of engineering devices and reference materials is required. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

May occasionally work outdoors during inspection of various land use developments, construction sites. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree with major course work in engineering, architecture, construction management or a related field. Advanced degree preferred.

Minimum six years responsible experience in building, engineering, architecture, or construction project management.

Valid Florida Driver's License