

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## BUILDING CODE ADMINISTRATOR

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Bachelor's degree in a related area from an accredited educational institution preferred.
- (3) Five (5) years multidisciplinary experience in construction.
- (4) Valid Florida driver's license.
- (5) One (1) or more certifications as required by Chapter 468, F.S. or ability to obtain certification within twelve months of employment.
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state, federal and local laws and rules relating to construction and fire safety of educational facilities including the Florida Building Code (FBC), State Requirements for Educational Facilities (SREF) and National Fire Prevention Association (NFPA). Ability to read blueprints and diagrams and provide comprehensive plan reviews. Ability to use computers and job-related software. Knowledge of building trades, *e. g.* , carpentry, roofing and masonry, and/or mechanical trades, *e. g.* , electrical, heating, ventilation, air conditioning and plumbing. Knowledge of construction materials/equipment and their impact on long-term maintenance, costs and environmental standards. Ability to work within the team concept. Ability to maintain confidentiality. Ability to communicate orally and in writing. Ability to communicate effectively with administrators, contractors and the general public. Knowledge of principles and practices of architecture, engineering and public environmental health. Ability to establish and maintain working relationships with contractors, school personnel and the general public. Highly effective interpersonal skills.

#### REPORTS TO:

Assistant Superintendent for Administrative Services

#### JOB GOAL

To oversee the construction and renovation of school district facilities to ensure adherence to the Florida Building Code, State Requirements for Educational Facilities and other regulations.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Inspect buildings and equipment for compliance with state, federal, local and district laws, rules and requirements.
- \* (2) Maintain an inspection diary on each assigned project.
- \* (3) Implement an efficient system for dealing with emergency repair problems.
- \* (4) Examine district facilities on a regular basis for needed repairs and maintenance.

- \* (5) Assist in the follow-up on warranty items at school/center sites.
- \* (6) Develop cost estimates and recommend priorities on maintenance projects.
- \* (7) Assist with providing oversight for assigned projects to assure compliance with plans and specifications.
- \* (8) Review completed work orders and requests and prepare required reports.
- \* (9) Serve as a Fire Safety Inspector for the district.
- \* (10) Serve in any capacity as may be necessary in an emergency.
- \* (11) Demonstrate initiative in the performance of assigned responsibilities.

### **Employee Qualities/Responsibilities**

- \* (12) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- \* (13) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (14) Ensure adherence to good safety standards.
- \* (15) Maintain confidentiality regarding school/workplace matters.
- \* (16) Model and maintain high ethical standards.
- \* (17) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \* (19) Interface with site personnel for the successful completion of projects.
- \* (20) Serve as liaison between the school district and the general public.
- \* (21) Serve as a resource to school personnel in matters of construction and compliance with various codes.
- \* (22) Exercise a service orientation when working with others.
- \* (23) Keep supervisor informed of potential problems or unusual events.
- \* (24) Use effective, positive interpersonal communication skills.
- \* (25) Respond to inquiries and concerns in a timely manner.
- \* (26) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (27) Exhibit interpersonal skills to work as an effective team member.
- \* (28) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (29) Demonstrate support for the school district and its goals and priorities.
- \* (30) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 13

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: October 12, 2010