



## **TOWN OF SURFSIDE BUILDING DEPARTMENT SUPERVISOR II - ADMINISTRATIVE**

**DEPARTMENT:** BUILDING

**EXEMPT**

**GENERAL DESCRIPTION:**

This position performs complex professional work, in a typical office setting, under the direction of and as Administrative Assistant to the Building Official in all facets of the Administration of the Building Department.

**ESSENTIAL JOB FUNCTIONS:**

1. Manages, supervises, and coordinates the activities and operation of the Building Department.
2. Supervises the administrative support staff and technical staff of the Building Department.
3. Under the direction of the Building Official administers policies, procedures, and regulations relating to Building Department operations.
4. Directly manages customer interactions and communication pertaining to permitting and process status.
5. Manages department budget to approved spending levels and supervises payroll administration.
6. Coordinates and manages plan review process.
7. Oversees overall departmental operations including customer service; delivery and dissemination of information; supply inventory management and payroll / time reporting.
8. Manages the functions of the department including fee collection, expenditures, fee payments to outside agencies, coordination of inspections and the 40/30/25-year Building Recertification Program.
9. Ensures inspections are handled appropriately and in a timely manner.
10. Assures training needs, arranges for or conducts training programs to improve performance and enhance employee career development.
11. Oversees performance management and makes recommendations for hire, transfers, suspensions, promotions and terminations.
12. On behalf of the Building Official, serves as a liaison with the public, developers, general contractors, outside agencies and department employees.
13. Provide relevant updates to the Building Official and attends meetings and conferences representing the Building Department to the public.
14. Implements, closely monitors and evaluates the department's performance management and evaluation process. Ensures viable performance measurement objectives / matrices are established, achieved and communicated for the department.
15. Directly responsible for ensuring excellence in training of employees, planning, assigning, and directing work.
16. Assists the Floodplain Manager with flood plan review when requested.

17. Obtains maximum performance from subordinates through training, constructive criticism, commendation and feedback.
18. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Florida Building Codes
- Knowledge of permitting process.
- Knowledge of basic plan reading and interpretation skills.
- Knowledge of state laws pertaining to licensing and permitting.
- Knowledge of general office procedures including filing and basic record keeping.
- Knowledge of construction terminology and documents.
- Knowledge of basic mathematics
- Knowledge of business letter writing and typing formats.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Ability to work effectively with various people.
- Ability to plan, organize, train and direct subordinates as well as provide overall performance management including disciplining employees, and resolving grievances.
- Ability to communicate effectively with customers.
- Ability to work under pressure and meet deadlines.
- Ability to follow directions.
- Ability to follow through on designated tasks.
- Ability to handle numerous tasks at once.
- Ability to attend meetings and conferences in building related topics.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Skill at accessing, inputting and retrieving information from a computer.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree from an accredited college or university, or the functional equivalent, with major course work in Public Administration, Finance or related area, supplemented by ten (10) years' experience in local government required. Building Code Enforcement, Zoning and/or Planning department experience desired, or any acceptable related combination of relevant education, training and experience. Master's degree preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Notary Public

ICC Certification as Certified Building Permit Technician within six (6) months of hire or promotion.

Certified Floodplain Manager required within 12 months of hire / promotion.

Valid Florida Driver's License required

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally and through written means.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.
- Ability to lift or carry weight regularly of 10 pounds and on occasion weight of up to 40 pounds.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: New: 6/27/2023

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Building Official's Signature:  \_\_\_\_\_

Town Manager's Signature:  \_\_\_\_\_