

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****BUILDING CODE ADMINISTRATOR**

SALARY SCHEDULE: ADMINISTRATIVE – I

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- Bachelor's Degree in Architecture from an accredited college or university.
- Possess a current valid Certification of Registration as an Architect in the state of Florida.
- Minimum of five (5) years successful direct design and construction administration experience representing a design firm, including school building projects.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of microcomputer systems and computer assisted design software.
- Ability to communicate effectively both orally and in writing.
- Ability to organize and prioritize activities.
- Knowledge of statutes and rules related to assignment.
- Ability to work independently.
- Ability to work under stress and meet deadlines.

REPORTS TO:

Director, Construction Services

JOB OBJECTIVE:

To provide for construction procedures to construct schools efficiently and meet all applicable codes to ensure the safety of students and staff.

SUPERVISES:

Plan Room Specialist

PERFORMANCE RESPONSIBILITIES:

- Review and approve all design documents for compliance with Florida State Board rules.
- Supervise the Plan Room, including maintenance and reproduction of as-built and Florida Inventory of School Houses (FISH) documents.
- Develop, maintain and operate the Computer Assisted Drafting system.
- Manage the District's compliance program with the Americans with Disabilities Act (ADA).
- Serve as the Building Code Administrator.
- Participate in research and development of the latest design and construction techniques applicable to school construction.
- Manage projects from award of contract to professional consultant through design, construction, substantial completion and the one-year warranty period.
- Maintain contact with the Department of Education regarding regulations, laws, codes and new design and construction techniques pertaining to educational facilities.
- Maintain District Handbook for Design Professionals.
- Exhibit support for the District's vision, mission, goals and priorities.
- Prepare all required reports and maintain all appropriate records.
- Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment action.

BUILDING CODE ADMINISTRATOR (Continued)

- Interact with parents, outside agencies, businesses and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- Respond to inquiries or concerns in a timely manner.
- Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- Work closely with District and school staffs to support school improvement initiatives and processes.
- Disseminate information and current research to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Maintain a network of peer contacts through professional organizations.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Develop or assist in developing the department budget and monitor its implementation.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned areas of responsibility.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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.

Job Description Supplement No. 10