



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB 8060
Pay Grade: E07

FLSA: Exempt
PTS

BUILDING CODE ADMINISTRATOR
REPORTS TO: Director, Facilities Design and Construction
SUPERVISES: Plan Examiners Inspectors
QUALIFICATIONS: Must hold an active license with the Florida Department of Professional Regulation (DBPR) as a Building Code Administrator (BCA). PREFERRED: Related experience in management within a governmental agency. Experience in state, federal and local laws, regulations and policies; public school facilities planning; and current building codes. Experience in and ability to manage people and projects; writing and negotiation of construction and professional service contracts; budgeting and cost estimating; plan, organize and prioritize activities related to work assignments; and communicate effectively.
MAJOR FUNCTION
This position is primarily responsible for providing building code administration in accordance with School Board Policy 7101. Manages all building code compliance activities including coordination of plan reviews to ensure that plans, specifications, and technical documents comply with applicable codes and standards; permit application review, issuance and tracking; and supervision of qualified inspection personnel. Assists with complicated inspections, and conducts training and other activities related to the management of field inspection personnel. Performs administrative, supervisory, and technical work related to Building Code Compliance.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Provide building code administration support as outlined in School Board Policy 7101.• Coordinate plan review of new construction, remodel and renovation projects throughout the District to meet the requirements of the Florida Building Code, DOE design standards, and District design standards.• Coordinate inspections of new construction, remodel and renovation projects throughout the District to meet the requirements of the Florida Building Code, DOE design standards, District design standards, and approved construction documents and specifications.• Provide technical support and code interpretation for the Coordinator, Building & Fire Code in relation to the Florida Building Code.• Coordinate plan review services for approved shop drawings for compliance with technical codes and design standards.• Make recommendations for process improvements to administration in relation to the Code Compliance & Environmental Safety.• Prepare detailed reports of inspection findings and coordinating necessary re-inspections with contractors, appropriate Facilities Department staff, and Maintenance Supervisors.• Issue the Annual Facilities Maintenance Permit and monitor/inspect all work associated with the annual Facilities Maintenance Permit.• Provide appropriate Facilities Department staff with interpretations of the Florida Building Code.• Perform other related duties as assigned.

BUILDING CODE ADMINISTRATOR

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/17 PK; BOARD APPROVED: 10/24/17; MQ, 2/13/18 LM; BOARD APPROVED:2/27/18;
REVISED, REPORTS TO, MQ, ER, 10/12/21 LM; BOARD APPROVED: 10/26/21

BUILDING CODE ADMINISTRATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Building Code Administrator - PTS