



## **ASSISTANT DIRECTOR, ENGINEERING AND BUILDING SERVICES**

**FLSA: Exempt**

Grade 38 \$94,272.03 - \$150,835.25

### **GENERAL DEFINITION**

Position assists in all aspects of administration, direction, and management of the City's Engineering and Building Services functions. The Assistant Director performs tasks necessary to keep the operations of the Department running smoothly, resource coordination, scheduling, and ensuring compliance with government and safety regulations. The Assistant Director is a professional who organizes the necessary team members and specializes in facilitating, reporting and analyzing project and departmental operations under the supervision of the Director. This position requires great responsibility and proper time management because the job entails constant monitoring and control of all departmental day to day operators.

Employees in this classification may primarily be assigned to the function of operations or administration, however, are knowledgeable and equipped to support all department functions as needed.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Manages Engineering Division and oversees its operations.
- Supervises Building and Permitting functions.
- Provides direct supervision to the Building Official.
- Acts as second in command for the department at the direction of the department director.
- Under the supervision of the department director, oversees departmental operations and administration.
- Assists with administering the City's code and permitting in compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to the work.
- Prepares and administers the division's annual operating budget; ensures adherence to and compliance with established budgetary parameters.
- Manages purchasing activities and payroll administration for the division.
- Develops and recommends operating policies and procedures to ensure regulatory compliance, improve operational performance, and efficiently administer budgeted funds.
- Represents the department, Director and City in meetings, conferences, and professional association forums as directed.
- Participates in comprehensive review and evaluation of the City's code and permitting; provides recommendations for improving efficiency and systems for future service needs.
- Conducts planning research and other special projects as requested by the Director.
- Manages and provides guidance to the Building Official

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- Manages, assigns, directs, and organizes City employees and contracted inspectors to provide timely inspections, plan reviews and quality customer service.
- Advises and assists design professionals, contractors, homeowners and the general public on Code questions, procedures and permitting functions.
- Manages and evaluates, in conjunction with Building Official, buildings that are not maintained and become unsafe, and brings cases before the Unsafe Structures Board for orders of demolition or repairs as necessary.
- Participates in various development review and pre-development meetings to provide information and guidance applicable to the building codes-enforcement functions.
- Periodically performs field inspections to monitor development, verify effectiveness of field staff, and to resolve conflicts applicable to building codes administration.
- Develops strategies and implements programs to increase efficiencies of the construction review process through all means available, including the use of technology.
- Develops systems and strategies to ensure appropriate staffing and employee productivity to meet the demands of a busy Building and Permitting Division.
- Develops systems and strategies to ensure the accuracy and consistency of plan reviews conducted by all members of the division.
- Maintains qualifications through required training, education and testing in accordance with regulatory standards governing the work; ensures same for staff under charge.
- Prepares reports on performance of Building & Permitting Division.
- Requires regular attendance to scheduled work shifts.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Comprehensive knowledge of the materials, methods and development process associated with construction design and administration.
- Substantial knowledge of the development functions of municipal and county government, including the Broward County Department of Planning and Environmental Protection, South Florida Water Management District and other departments in the City.
- Substantial knowledge and background in fields related to engineering, with an emphasis on public infrastructure projects and project management.
- Ability to manage, research and interpret building codes, municipal ordinances, and related laws; read plans and specifications and to apply the various codes and ordinances to building permit applications and plans.
- Ability to manage, plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to review, understand and render opinions on significant amounts of written material, including ordinances, codes and other legislation, special requests and applications, or other information as may be determined by City Administration.
- Ability to enforce codes and ordinances firmly, tactfully and impartially.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.
- Familiarity with permitting software and ability to query database to generate reports, edit letter templates, and update calculations.

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- Ability to evaluate, analyze, and provide recommendations regarding provision of municipal services, or other information as may be determined by City Administration.
- Executive-level interpersonal, leadership, planning, management and communications skills.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.

### **MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree from an accredited college or university in civil, structural or construction engineering, construction management or architecture or related field. supplemented by five (5) years progressively responsible experience in engineering design, construction, and management of construction projects, implementation of municipal, county or regional codes, laws, or regulations, and related governmental functions. The majority experience shall be acquired in a supervisor or management capacity with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities. Additional experience may be substituted on a year-for-year basis for the educational requirement.

Possess and maintain a valid Florida Driver's License.

### **PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks generally involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks require visual abilities. Tasks require oral communications ability.

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and building equipment/machinery, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job

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functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date