



CHIEF OF UNSAFE STRUCTURES

Occupational Code: 2168

Salary Range: 32M

Status: Managerial Confidential

FLSA: Exempt

Established: 2/00

Revised:

NATURE OF WORK:

Specialized supervisory work in the development, supervision and enforcement of the South Florida Building Code, City Code, and FEMA regulations and CRS participation.

Work involves responsibility for supervising an inspection program for the enforcement of the City and South Florida Building Codes.

An employee of this class is expected to exercise considerable discretion and independent judgment in developing appropriate procedures to assure that the City codes and ordinances are properly enforced. Duties include office supervision as well as field supervision of assigned Building and clerical personnel. General supervision is received from the Chief of Inspections who confers with the incumbent on problems involving Division policy. Supervision is exercised over a group of trades inspectors and clerical personnel, responsible for presenting cases to the Unsafe Structures Board. Responsible for the lien process of CEB cases and ticketing ordinances. The work of this position is predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, and the work involves the consistent exercise of discretion and judgment in its performance.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Supervises and coordinates the activities of the assigned Building Inspectors involved in the enforcement of the related codes in order to assure a uniform code enforcement program.

Receives complaints on all areas of Building & Code Compliance (Unsafe); processes contractor complaints; investigates or assigns complaints to subordinate inspectors for investigation through the Complaint Tracking System, and presents cases before USSB, Code Enforcement Board, and the Trades Qualifying Board.

Formulates complaints against violators of the various codes for prosecution through the Unsafe Structures Board, the Code Enforcement Board, the State Attorney's office, the Trades Qualifying Board, and the State Department of Professional Regulation.

Confers and corresponds with builders, owners, and architects with regard to the alterations and modifications necessary to comply with the various ordinances and codes.

Supervises and assists subordinates in interpreting code and ordinance requirements; supervises and assists subordinates in preparing cases for proper legal action in instances of violation of applicable code and ordinance requirements.

Supervises the enforcement of the South Florida Building Code by following up on complaints from the initial stage through the necessary boards, concluding with the demolition of the structure and/ or liens.

Reviews and approves demolition permits and code violation complaints.
Responsible for City-funded demolition budget and asbestos abatement contracts.

Works with Assistant City Attorney, NET Administrators, and other City Offices with regard to Unsafe Structure issues.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of laws and regulations governing construction.

Thorough knowledge of the South Florida Building Codes and City codes.

Thorough knowledge, and ability to use existing permitting, inspections, and complaint tracking computer modules.

Some knowledge of modern office management principles and practices.

Ability to read plans and specifications and to determine their compliance with established standards.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees, contractors, building owners, craftsmen, and the general public.

REQUIREMENTS:

Graduation from high school or vocational school, and thorough (4 – 7 years) experience at the Inspector II or III level in the Miami area in the Building field.

Must hold a Certification as Building Inspector and Plans Examiner in such trade by the D.C. Board of Rules and Appeals and the State Board of Professional Regulations.

TOOLS AND EQUIPMENT:

Personal computer, including word processing and permitting software; calculator; pencil; ruler; hand tools; screwdrivers; copy machine; phone; and two-way radio.

PHYSICAL DEMANDS: (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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed partially in office settings. Other outdoor work is required in the inspection of various land use developments, construction sites, demolitions, or during field supervision, as necessary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is very frequently required to sit, stand, talk, hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; read and write in English. The employee is occasionally required to lift up to 14lbs, climb stairs, reach above and below shoulders; work outside, exposed to dust or fumes, vibrations, high temperatures; walk and bend.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.