

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION OUTLINE

JOB TITLE: BUILDING OFFICIAL – PLANT OPERATIONS AND FACILITIES  
(Part-time not to exceed 25 hours per week)

PAY GRADE: OPS Pay Schedule

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

The Building Official performs administrative tasks, plan review and inspection as required for all new construction, remodeling, renovation, and annual maintenance of facilities. Work is performed under the direction and supervision of the Director of Facilities.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Graduation from a standard high school or an equivalent diploma.
2. Years of experience in field: Five years of comprehensive, verifiable work experience as a building construction inspector and certification as a Standard Building Code Inspector, licensed building contractor, graduate engineer, graduate architect, or construction inspector. Florida registration as an architect fulfills the requirements. Must be a certified Building Official in accordance with the Florida Statutes. Must possess a valid Florida Driver's license.
3. Special skills or abilities related to position: Positive human relations' skills. Ability to communicate effectively. Knowledge of the methods, techniques, tools and materials used in building trades. Knowledge of occupational hazards associated with various trades work and the pertinent safety precautions. Knowledge of the materials commonly used in the care and maintenance of buildings. Ability to lay out work and instruct workers in a variety of maintenance, custodial and grounds keeping activities.

PREREQUISITES FOR POSITION (Qualification Standards):

Special skills or abilities related to position (Continued): Ability to establish and maintain good working relationships with departments, associates and the general public. Ability to read and interpret sketches and blueprints. Ability to make time and material estimates.

ESSENTIAL JOB FUNCTIONS:

1. Serve as the Building Code Compliance Office.
2. Review project manuals, plans, shop drawings, legal surveys, geotechnical reports, materials and contracts as necessary to maintain the project schedule and ensure designer and contractor compliance with owner design mandates.
3. Attend and participate in project meetings as requested to ensure that the colleges' interests are protected.
4. Insure that the quality of workmanship and materials for all projects are of the highest caliber.
5. Maintain an inspection log and other appropriate records of the project.
6. Provide technical advice and guidance as requested for Plant Operation personnel and others.
7. Responsible for plan review and code enforcement.
8. Perform inspections to ensure that all construction activities are in accordance with the State Requirements for Educational Facilities (SREF), the Florida Building Code, and other applicable codes and regulations.
9. Sign and issue "Certificate of Occupancy" for completed projects.
10. Perform related duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment
- Works outside
- Works in areas of construction
- Uneven surfaces
- Proximity to operating equipment

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

PRIMARY LOCATION OF JOB: Building 10, Ocala Campus

SUPERVISOR OF POSITION: Director of Facilities and Plant Operations