

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### BUILDING OFFICIAL

#### QUALIFICATIONS:

- (1) High School Diploma.
- (2) Minimum five (5) years experience.
- (3) Certified Uniform Building Code Inspector by the State of Florida
- (4) Certified Building Official by the State of Florida when required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all phases of construction. Ability to detect and resolve substandard construction. Knowledge of local, state and federal building codes. Knowledge of materials and systems used in large construction projects. Ability to read and interpret architectural drawings and specifications. Ability to communicate effectively. Maintain certification as a Building Official, as defined by Florida Statute 468, Department of Business and Professional Regulation. Execute district plan reviews, permitting, inspections, certificates of occupancy, and other requirements for the maintenance and construction of district facilities, as requisite by SREF and the Florida Building Code.

#### REPORTS TO:

Director, Plant Services

#### JOB GOAL

To create and maintain attractive grounds at District facilities.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist maintenance workers in the performance of their duties.
- \* (2) Operate and maintain general equipment and tools.
- (3) Make deliveries and transport goods as needed.
- \* (4) Cut grass and trim shrubs as needed.
- \* (5) Keep grounds free of debris.
- (6) Order parts and tools for proper operation of equipment.
- (7) Transport and relocate furniture as requested.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

#### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**

**Flagler Schools Strategic Framework – Resources & Support Systems**