



# CURRENTLY SEEKING CHIEF BUILDING OFFICIAL

APPLY ONLINE: [www.palmbayflorida.org](http://www.palmbayflorida.org)

## our ideal CANDIDATE

The City of Palm Bay is seeking a dynamic, innovative and multi-functional manager to lead the Building Division's twenty-five member team of the Growth Management Department. The ideal candidate is an experienced leader, with a sound understanding of the laws, codes, regulations, practices and policies pertaining to the design, construction and inspection of commercial buildings, residential dwellings and other structures. Additionally, the ideal candidate is approachable, politically astute, and technologically savvy, with a management style that fosters trust, loyalty, respect, commitment and partnership. The ideal candidate also provides a strong emphasis on problem-solving, critical thinking, effective communication, excellent customer service, continuous improvement, effective and efficient service delivery.

### Leadership Style

- High integrity, ethics
- Effective people manager; interpersonal relationships
- Good team builder, creates trust, confidence
- Values professional development and can mentor and develop staff
- Ability to transition division to electronic permitting
- Focused on customer service
- Quick and clear-thinking, calm under pressure, tactful and positive
- Adept at effectively utilizing limited resources while maintaining a high level of customer satisfaction

### Experience and Education

Associate's degree from an accredited college in the field of construction or related field, plus eight (8) years of combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent with at least five (5) years of such experience in supervisory positions plus at least one (1) year of experience as a Building Official or Deputy Building Official required. A high school diploma plus an additional two (2) years of above combined experience will also be accepted. Must possess a valid Florida's Driver's License and have and maintain an acceptable and safe driving record.

**City of Palm Bay Human Resources**

120 Malabar Road SE • Palm Bay, Florida 32907 t 321.952.3421 f 321.733.3001

### STARTING RANGE

**\$63,663 - \$95,753\***

*Actual salary will depend on the qualifications of the successful candidate.*

*\*Use of a take home vehicle included.*

### THIS POSITION WILL REMAIN OPEN UNTIL FILLED

All interested candidates are encouraged to apply immediately at:  
[www.palmbayflorida.org](http://www.palmbayflorida.org)



lead.develop.collaborate.

# BUILDING DIVISION



**The Building Division of Growth Management** is dedicated to providing professional, courteous assistance during the construction process. Whether constructing a new commercial building or a single family residence, our employees are here to assist you.

**The Chief Building Official** is a key member of the City's economic development team, focused on bringing quality development and redevelopment to the City. Although the Chief Building Official is responsible for the day-to-day administration of the Building Code relating to plan review and inspection, the Manager is also tasked with continuously evaluating and improving the Division's processes, collaborating with internal and external partners and delivering effective and responsive service to the community. Reports to the Director of Growth Management.



## Special Requirement

Possess and maintain standard licenses in the various building and plans disciplines up to and including Building Code Administrator with the State of Florida Department of Business & Professional Regulation (DBPR) and the Building Code Administrators and Inspectors Board.

## Application and Selection Process

To be considered for this challenging and rewarding opportunity, please visit our website at [www.palmbayflorida.org](http://www.palmbayflorida.org) for an online application. Attach your cover letter, resume and a list of four (4) work-related references to the online application. References will not be contacted in the early stages of the recruitment. Resume should reflect years and months of positions held.

Applications will be screened in relation to the criteria outlined in the minimum qualifications. Candidates deemed to have the most relevant background may be invited to participate in a panel interview.

*"To ensure development is planned, completed, and maintained in a manner that ensures a high quality of life and enhances the safety, vitality, and welfare of the community."*

MISSION STATEMENT

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