

BROWARD CO BOARD OF
RULES AND APPEALS

Chief Code Compliance Officer- Structural

Initial Salary up to \$107,240

Pay range is \$82,620 to \$131,861

Prof. pos. to assist in the consistent
application of building codes throughout
Broward Co. Must be certifiable as Chief Struct.

Inspector by BORA in accordance with the
Broward County Chapter I.

Résumé with sal. history/lic.#s must be delivered or postmarked
by June 28, 2019 to:

BC BORA Structural CCCO Screening Comm.

1 North University Dr. Suite 3500 B.

Plantation FL, 33324 EOE

[Broward County Benefits Information](#)

Broward County Board of Rules & Appeals (BORA)

History

The Board of Rules & Appeals first met on January 10, 1971. On March 9, 1976, the voters of Broward County recognized the need for a single autonomous agency to write, modify, and interpret a uniform body of building codes applicable throughout the County. The County Charter was amended, as proposed by the Charter Review Commission, to establish the Broward County Board of Rules and Appeals as an extension of county government. Made up of professionals, some appointed by the Broward County League of Cities others by the Broward County Commissioners, Board members are volunteers who serve without pay.

BORA works throughout the year to provide educational programs available to inspectors, contractors and design professionals, and to increase and improve the knowledge and performance of the persons certified by BORA pursuant to the Building Code. The Board convenes monthly, as needed, to consider proposed amendments to the Florida Building and Fire Prevention codes to hear appeals on decisions made by Building and Fire Code Officials, and to render formal interpretations on the precise meanings of code sections that may be disputed. Board members and staff are continually working to provide stronger codes and greater safety for all who live and work in Broward County, and are well represented in state, national and international organizations developing codes and standards.

Chief Code Compliance Officer—Structural, Salary Range and Qualifications

The pay range for this title is \$82,620 to \$131,861 (with FL Building Code Administration Certification) or \$127,905 (without). The initial hiring salary is up to \$107,240 with full benefits. The pay range is periodically reviewed by BORA and adjusted upward when appropriate. For appointment as the BORA Chief Structural Code Compliance Officer, an individual must meet the certification standards contained in 104.8, for certification of Chief Structural Inspector/Structural Plans Examiner.

BORA provides the same employee benefits as Broward County and we participate in the Florida Retirement System (Pension Plan or Investment option). A county waiting period for health and life insurance benefits apply. The option of a take-home vehicle is available at an employee cost of 30.00 per week, \$1,560.00 per year for employees who reside in Broward County.

Chief Structural Code Compliance Officer—Hiring Process and Organizational Structure

A screening committee, appointed by the Director, is being used to narrow the field of applicants. Out of the final group, a single recommended appointment will be brought to the Board by the Director for requested ratification. In the organization, there are a total of eleven (11) positions, including Director, six (6) Compliance Officers, and a Clerical staff of four (4).

The present employee is retired after almost 4 years of service to BORA.

104.8 Certification of the Chief Structural Inspector. To be eligible for appointment as a Chief Structural Inspector, such person shall be certified as required by ~~the State of Florida, BCAIB as a Structural Plans Examiner and Structural Inspector or be a Florida Registered Architect or Florida Licensed Professional Engineer in the discipline requested. Such person shall be certified by BORA and shall meet at least one of the following qualifications.~~

Exception: Architects and Engineers are exempt from BCAIB certification only.

104.8.1 Such person shall be certified by BORA and shall meet at least one of the following:

~~104.8.1.1 Six years combined experience as an Architect or an Engineer having practiced within the HVHZ for a minimum three (3) years, and minimum of one (1) year as a Structural Plans Examiner within the HVHZ employed by a municipality or private company contracted with a municipality and a minimum of two (2) years as an Structural Inspector within the HVHZ employed by a municipality or private company contracted with a municipality, of which one year may be Florida School Board Inspector experience, within the HVHZ. Six (6) years combined experience including all of the following:~~

- A. Architect or an Engineer having practiced within the HVHZ for a minimum two (2) years.
- B. A minimum of one (1) year as a Structural Plans Examiner within the HVHZ employed by a municipality or private company contracted with a municipality.
- C. A minimum of two (2) years as a Structural Inspector within the HVHZ employed by a municipality or private company contracted with a municipality, or a Florida School Board, within the HVHZ.

~~104.8.1.2 Eight (8) years combined experience as a licensed General Contractor (Unlimited), minimum two (2) years construction experience in the Structural discipline within the HVHZ, Bachelor or Associates of Science Degree in Engineering, Architecture or Building Construction from an accredited school may be credited for a maximum of three (3) years for Bachelor Degree or a maximum of one (1) year for an Associate Degree, minimum of one (1) year as a Structural Plans Examiner employed by a municipality or private company contracted with a municipality and a minimum of two (2) years as a Structural Inspector employed by a municipality or private company contracted with a municipality, of which one year may be Florida School Board Inspector experience, within the HVHZ. Eight (8) years combined experience including all of the following:~~

- A. Experience as General Contractor (Unlimited) licensed by the CILB, Broward County Central Examining Board or Miami-Dade County Construction Trades Qualifying Board.
- B. A minimum two (2) years construction experience in the Structural discipline within the HVHZ.
- C. A minimum of one (1) year as a Structural Plans Examiner employed by a municipality or private company contracted with a municipality or a Florida School Board within the HVHZ.
- D. A minimum of two (2) years as a Structural Inspector employed by a municipality or private company contracted with a municipality or a Florida School Board within the HVHZ.

104.8.3 An applicant for Certification as Chief Structural Inspector under the provisions of this section, may only substitute two years of HVHZ experience with two years of statewide experience by passing the BORA HVHZ exam, who has passed BORA HVHZ Competency exam may substitute experience within the State of Florida for the required HVHZ experience requirements as specified in Section 104.8.1 or 104.8.2.

In addition to the aforementioned requirements:

~~104.8.4 Each of the applicants shall possess a current Certificate of Competency as a General Contractor (Unlimited) issued by at least one of the following entities:~~

- A. ~~Florida Construction Industry Licensing Board.~~
- B. ~~Broward County Central Examining Board of Building Construction Trades (as Class "A" Unlimited General Contractor).~~
- C. ~~Miami Dade County Construction Trades Qualifying Board, Block proctored, issued on or after January 1, 1968.~~
- D. ~~Florida Department of Business and Professional Regulation as an Architect or Engineer.~~

104.8.2 An applicant for Certification as a Chief Structural Inspector under the provisions of this section who is a graduate from an accredited school holding a Bachelor or Associate of Science Degree in Engineering, Architecture or Building Construction may be credited for three (3) years for Bachelor Degree or one (1) year for an Associate Degree towards the combined experience requirements. This credit is not applicable towards the requirements under Section 104.8.1.1.

104.8.3 An applicant for Certification as Chief Structural Inspector under the provisions of this section, who has passed BORA HVHZ Competency exam may substitute experience within the State of Florida for the required HVHZ experience requirements as specified in Section 104.8.1.1 or 104.8.1.2.

Broward County Board of Rules and Appeals

CHIEF CODE COMPLIANCE OFFICER

Class Code: Z9760

Nature of Work

This is advanced technical work which ensures that the Building and Fire Codes, and supporting regulations are being enforced in a uniform manner throughout Broward County in accordance with the direction provided by the Broward County Board of Rules and Appeals.

The work involves ensuring that the county and municipal building/fire code inspectors perform their duties in compliance with established rules, regulations and codes, and maintain a high degree of proficiency. Reviews building/fire code departments and visits construction sites throughout the county to assure uniform compliance with the Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), local amendments and related regulations. Work also includes public contact by giving information and receiving complaints. Considerable tact and courtesy are required in public contact work. The employee must exercise independent judgement and initiative in completing assignments and resolving construction related problems. Work is performed under the direction of the Administrative Director. Assignments are received through conferences and written instruction. Work is reviewed by observation of results obtained.

The Code Compliance Officer forms the regulatory link and oversight between Broward County, municipal building departments, all fire prevention departments, all building and fire department certified personnel, design professionals, licensed contractors, stakeholders, various law enforcement entities and the manufacturing and construction industries and the general public. The Code Compliance Officer is the conduit for the dissemination of code information to the construction industry, Broward County, municipal building and fire departments, design professionals, stakeholders and the general public. Additionally, the Code Compliance Officer conducts field operations and is responsible for the oversight and quality control of inspections and plan reviews countywide. Essential to insuring public safety is the employment of stringent code requirements in the State of Florida for certification of building and fire officials, plans examiners and inspectors. These qualification requirements have been established and supplemented through Board of Rules and Appeals local code amendments and are enforced by the Code Compliance Officer.

The Board has exclusive jurisdiction in both the incorporated and unincorporated areas of Broward County with respect to its powers, duties and functions as directed by State of Florida Special Act 71-575 and the Broward County Charter.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this employment class.

1. Conducts a program to monitor and oversee the inspections, practices and procedures employed by the various governmental authorities charged with the responsibility of enforcing the building and fire codes.
2. Reviews each building/fire department and the various phases of construction activity within their discipline in Broward County to ensure uniform conformance with the FBC and FFPC and Broward local amendments and related regulations at least four (4) times per calendar year.
3. Informs the building/fire code official of each department of the results of the review.
4. Informs the building/fire code official of each department of all changes codes, providing on-site classes regarding the changes upon request.
5. Ensures that inspectors, plans examiners and code officials are performing their duties in uniform enforcement of all standards of the building and fire codes, within their discipline and to the highest degree of proficiency.
6. Reviews requests for Board of Rules and Appeals' certification.
7. Prepares records and reports.
8. Confers or corresponds with all parties concerning questions about the FBC and FFPC and Broward local amendments and related regulations.
9. Reviews and presents appeals to the Board at their scheduled meetings.
10. Serves as staff for committees established by the Board.
11. Conducts a minimum of four (4) educational seminars within their discipline each calendar year open to all interested parties.
12. Attends all meetings of the Board.
13. Performs other duties as assigned by the Administrative Director.
14. Prepares and/or reviews technical documents to be presented to the Board and Board committees.
15. Conducts research regarding appeals of Building and Fire Code Official decisions and code interpretations. Prepares and presents staff opinions.

16. Coordinates and cooperates with the Miami-Dade County Board of Rules and Appeals on High Velocity Hurricane Zone issues (excluding Fire).
17. Mediates and resolves disputes between municipal building departments, industry groups, designers, contractors and the general public.
18. Provides consultation and leadership to the construction industry in the functional applications of the complex regulatory framework of the building code and reference standards to ensure buildings are designed and constructed to be structurally safe. Assures greater accountability and compliance in the application of building regulations by attending trade association meetings, responding to industry concerns and clarifying technical means and methods of achieving compliant and efficient buildings and structures.
19. Codification and writing amendments to the Florida Building Code.
 - a. Provides leadership and coordination in the recommendation of policies promoting life safety in the built environment.
 - b. Actively participates in the Florida Building Commission process, submits code enhancements for inclusion in the code during each three-year code development cycle. Ensures the High Velocity Hurricane provisions are maintained and not weakened, serves on Technical Advisory Committees, code development workshops and ad hoc committees.
 - c. Interprets opinions for the Building Officials Association of Florida and the Florida Building Commission regarding informal and formal interpretations of the Florida Building Code.
 - d. Conducts post-hurricane assessment and evaluation of building construction performance and makes recommendations for necessary building code modifications to address deficiencies (excludes Fire).
 - e. Monitors and evaluates legislative bills which impact building and fire code content and enforcement, provides assessments, and organizes opposition or support.
20. Provides technical and supervisory assistance to up to thirty-two (32) building and fire departments (Broward County and 31 municipalities) in the application and enforcement of the building code and other applicable regulations.
21. Prepares and conducts monthly meetings with Building Officials, Chiefs, Plans Examiners, Inspectors and Fire Code Officials to explore avenues of building code compliance and interpretation which reinforces uniformity in the application of the Florida Building Code and the Florida Fire Prevention Code.

22. Administers certification programs for building and fire code inspectors and plans examiners, building and fire code officials.

- a. Reviews and makes recommendations on applications for certification of inspectors and plans examiners.
- b. Participates at Board of Rules and Appeals meetings regarding license certification matters.
- c. Investigates and resolves complaints against inspectors and plans examiners, makes recommendations on possible de-certification and coordinates with the Florida Department of Business and Professional Regulation and the State Fire Marshal's Office on disciplinary action referrals and by the Broward County Board of Rules and Appeals.

23. Provides analysis and research, assists with interviews of suspects and witnesses and provides direct investigative support to the County Inspector General, State and Federal law enforcement agencies in cases involving official misconduct, corruption and willful violations of the Florida Building and Fire Prevention Codes.

24. With respect to qualifications, all Code Compliance Officers must possess the skills and abilities necessary to ensure the mission and goals of the Board are pursued and met. The following is a limited summary of the proficiencies required for this position:

- a. Extensive knowledge of the mission, goals and objectives of the Board of Rules and Appeals and code administration in order to provide value added services throughout Broward County, to County building and fire departments and to various agencies and municipalities.
- b. Substantial knowledge of the principles of general management, technical and public administration.
- c. Considerable knowledge of all trades involved in the construction industry, construction practices, installation and design.
- d. Advanced knowledge of the South Florida Building Code, Florida Building Code and their various editions, amendments and supplements and Chapter 1 of the Building Code of Broward County.
- e. Extensive knowledge of the applicable Florida Statutes, including but not limited to Florida Statutes 468, 489, 553, 471, 481, 633 and 791, and related Florida Administrative Codes.
- f. Ability to quickly and effectively assess, diagnose and respond to both technical and administrative challenges confronted by the section.

- g. Possess the ability to establish and maintain effective working relationships with Miami-Dade County counterparts, the Florida Building Commission, the State Fire Marshal's Office, local officials, industry groups and other local, state and national organizations.
- h. Ability to apply advanced professional knowledge and experience of the principles of managing and coordinating complex and technical activities.
- i. Possess the ability to communicate clearly, concisely, effectively, both verbally and in writing to be able to generate and achieve consensus.
- j. Ability to effectively evaluate the impact of alternate courses of action, future developments and circumstances of a new or unprecedented nature.
- k. Possess a valid State of Florida Driver's license.

Minimum Education and Experience Requirements

It shall be preferred that Chief Code Compliance Officers (excluding the fire Chief Code Compliance Officer) possess a State of Florida Building Code Administrator certificate and

- a. Shall have experience in all phases of construction and inspection activities within their discipline. Graduate from a community college with formal education in construction related subjects or any equivalent combination of training and experience.
- b. Be certifiable as a chief within their discipline by the Broward County Board of Rules and Appeals. The Energy Chief Code Compliance Officer shall have a minimum of three (3) years of experience in the enforcement of the Florida Building Code's Energy Conservation Volume or have at least three (3) years of experience as a certified energy rater per Florida Statute.
- c. All applicants qualifying for employment will be required to inactivate their contractor's license certification at their expense upon employment.
- d. All applicants qualifying for employment will be subject to extensive background screening.

Americans with Disabilities Act (ADA) Compliance

The Broward County Board of Rules and Appeals is an Equal Opportunity Employer. ADA requires the Broward County Rules and Appeals to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

General Employee Responsibilities

All Broward County Board of Rules and Appeals employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies. Additional Board of Rules and Appeals ethics policies may also apply.

All Broward County Board of Rules and Appeals employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

During emergency conditions, all Broward County Board of Rules and Appeals employees are automatically considered emergency service workers. Board of Rules and Appeals employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situations and are expected to perform emergency service duties, as assigned.

Charter of Broward County, Florida, Board of County Commissions

Section 9.02 – Building Code and the Board of Rules and Appeals

A. Purpose.

- (1) It shall be the function of the Broward County Board of Rules and Appeals to exercise the powers, duties, responsibilities, and obligations as set forth and established in Chapter 71-575, Laws of Florida, Special Acts of 1971, as amended by Chapter 72-482 and 72-485, Laws of Florida, Special Acts of 1972; Chapter 73-427, Laws of Florida, Special Acts of 1973; Chapters 74-435, 74-437, and 74-448, Laws of Florida, Special Acts of 1974; and Chapter 98-287, as amended by Chapter 2000-141, Laws of Florida, or any successor building code to the Florida Building Code applicable to the County, as amended.
- (2) The provisions of the Florida Building Code shall be amended only by the Board of Rules and Appeals and only to the extent and in the manner specified in the Building Code. The County Commission or a Municipality shall not enact any ordinance in conflict with Chapter 98-287 and Chapter 2000-141, Laws of Florida, as may be amended from time to time.
- (3) The Board of Rules and Appeals shall conduct a program to monitor and oversee the inspection practices and procedures employed by the various governmental authorities charged with the responsibility of enforcing the Building Code.
- (4) The Board of Rules and Appeals shall organize, promote and conduct training and educational programs designed to increase and improve the knowledge and performance of those persons certified by the Board of Rules and Appeals pursuant to the Building Code and may require the completion of certain minimum courses, seminars or other study programs as a condition precedent to the issuance of certificates by the Board of Rules and Appeals pursuant to the Building Code.

B. Effective January 1, 2003, there shall be a Broward County Board of Rules and Appeals, “Board of Rules and Appeals,” composed of thirteen (13) members and nine (9) alternates as follows:

- (1) Six (6) members and three (3) alternates shall be appointed by the County Commission. Each County Commissioner shall nominate one (1) member or one (1) alternate by lot to the Board of Rules and Appeals subject to approval by a majority of the County Commission.
- (2) Seven (7) members and six (6) alternates shall be appointed by the Broward County League of Cities.
- (3) The membership of the Board of Rules and Appeals shall be comprised of one (1) of each of the following trades or groups: architect, general contractor, structural engineer, mechanical engineer, electrical engineer, master electrician, master plumber, air conditioning contractor, swimming pool contractor, roofing contractor, fire service professional, a disabled person, and a consumer advocate.
- (4) Alternate membership for the Board of Rules and Appeals shall be comprised of one (1) each of the following trades or groups: architect, general contractor, structural engineer, mechanical engineer, electrical engineer, master electrician, master plumber, roofing contractor, and a fire service professional.
- (5) No more than one (1) member and no more than one (1) alternate shall be appointed to represent the same category.
- (6) The County Commission and Broward County League of Cities shall coordinate appointments to the Board of Rules and Appeals in order to ensure they are consistent with the requirements of this Section.
- (7) Except for consumer advocates and disabled persons, all members and alternates appointed by the County Commission and the Broward County League of Cities to the Board of Rules and Appeals shall be qualified to serve on the Board of Rules and Appeals by being registered as a professional or by having been licensed as a contractor, and by having been active in their respective profession or trade for not less than ten (10) years.
- (8) Members and alternates to the Board of Rules and Appeals shall be residents of the County and shall have served in their professional capacity in the State of Florida for a period of two (2) years.
- (9) A quorum of the Board of Rules and Appeals shall consist of a majority of the total membership of the Board of Rules and Appeals, and a majority vote of those members voting on a measure shall be necessary for the Board of Rules and Appeals to take affirmative action.
- (10) All appointments to the Board of Rules and Appeals shall be for a term of three (3) years. A member shall be permitted to serve a maximum of three (3) consecutive terms. Service prior to the effective date of this

Section shall be considered in determining the member's ability to be reappointed. All members and alternates shall continue in office until their successors are duly appointed.

- (11) The Board of Rules and Appeals shall adopt rules of procedure to seat alternates in the event all board members are not present for a scheduled meeting of the Board.
- (12) The County Commission or Broward County League of Cities, whichever is the appointing authority, may remove, either by its own action or upon recommendation of the majority of the Board of Rules and Appeals, any member or alternate for misconduct, incompetence, or neglect of duty.
- (13) Any vacancy occurring on the Board of Rules and Appeals shall be filled for the remainder of the former member's or alternate's term of office by appointment of the County Commission when the former member or alternate was a County Commission appointee, or by the Broward County League of Cities when the former member or alternate was a Broward County League of Cities appointee.

- C. In order to carry out the objects and purposes stated in the Building Code and in this section of the Charter, the Board of Rules and Appeals shall employ administrative and clerical personnel as shall be required to perform the duties and functions provided in the Building Code and in this section of the Charter. The Board of Rules and Appeals shall determine in its sole discretion those positions which shall be subject to civil service classifications and procedures. The funding of the personnel for the Board of Rules and Appeals shall be subject to the County Commission's budgetary process.
- D. In order to carry out the objects and purposes stated in the Building Code and in this section of the Charter, the County Commission shall establish reasonable fees and charges to be collected from the above-described governmental authorities within the County. Any fees and charges paid to the County shall be deposited in a special fund for the exclusive use and benefit of the Board of Rules and Appeals.
- E. The County Commission may adopt ordinances that establish ethical standards and regulations concerning potential conflicts of interest regarding the members, alternates and staff of the Board of Rules and Appeals.