



S. RENÉE NARLOCH
& ASSOCIATES

PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF GAINESVILLE, FL DEPARTMENT OF DOING

INVITES YOUR INTEREST IN THE POSITION OF
CHIEF PLANS EXAMINER

Embracing change is the Gainesville way of life!

THE COMMUNITY

The City of Gainesville is located in the North Central Florida region and is the county seat of Alachua County. The City encompasses approximately 62 square miles and is home to more than 131,000 residents (2016 Census). Named the Top Tech City in Florida, Gainesville is a national hub for Green and Health technologies and home to one of the nation's leading research universities, as well as one of the nation's premier healthcare systems. Gainesville is known for having an innovative municipal government and for being an innovative city, receiving numerous awards and recognitions.

The City of Gainesville is home to the University of Florida, Florida's largest and oldest university, and one of the state's centers of education, medicine, cultural events and athletics. The City has a vibrant public school system, highlighted by innovative gifted and magnet programs including Eastside High School's two magnet programs – the Institute of Culinary Arts and the International Baccalaureate Program. The University of Florida and Shands Hospital at UF are the leading employers in Gainesville and provide jobs for many residents of the city and surrounding counties.

Known for its preservation of historic buildings and the beauty of its natural surroundings, Gainesville's numerous parks, museums and lakes provide recreation to thousands of visitors. Patrons can choose from a variety of venues such as Curtis M. Phillips Center for the Performing Arts, the historical Hippodrome State Theatre, the Gainesville Community Playhouse, H.P. Constans Theatre, the Dance Theatre of Santa Fe, the Acrosstown Repertory Theatre, and live music in downtown Gainesville. The City of Gainesville's Department of Parks, Recreation & Cultural Affairs maintains a year-round schedule of events, recreational activities and competitive sports for all ages. Gainesville's outdoor enthusiasts regularly head for any of the 40 nature parks within 50 miles of Gainesville to picnic, boat, swim, hike, camp, bike, hunt or fish. Other attractions include the Santa Fe College Zoo, the only community college teaching zoo in the nation. With mild winters, warm summers, and popular attractions within a two-hour drive including Disney World, Universal Studios and Busch Gardens, Gainesville is an ideal location to visit and live.

THE ORGANIZATION

The City of Gainesville was originally established in 1869 and re-established under Charter in 1927 to enable it

to conduct municipal government, perform municipal functions and render municipal services. The City has a Mayor/Commission form of government. The City Commission is comprised of seven members, four elected by the qualified voters of four City districts, with the remaining two and the mayor seats elected by all qualified voters of the City for three-year terms. The Commission appoints six Charter Officers: City Manager, City Attorney, General Manager for Utilities, City Auditor, Equal Opportunity Director and Clerk of the Commission, as well as board and committee members.



The City of Gainesville is a full-service city and owns a regional transit system, a 72-par championship golf course and a multi-service utility which provides electric, natural gas, water, wastewater and telecommunications services. The City has approximately 2,200 employees a general fund budget for FY2017 of \$113 million.

THE DEPARTMENT

The City of Gainesville has embarked on a transformative initiative which focuses on a new way of working for city government. Supported by the community, elected leaders and the executive leadership team, the initiative promotes and embraces a citizen-centered vision which includes providing top-notch development services to the community. As such, the Planning & Development Services and Building Inspection areas of the city have undergone a reorganization that shifted how they operate and work more collaboratively with citizens. With a newly hired Director and a name change to the "Department of Doing", the transformation included a realignment of goals and objectives leading to new measures of performance, user experience and operational success.

The Department of Doing currently has three divisions: Building Inspection, Planning, and Development Services Center, with a total of approximately 50 FTEs. The Department recently completed a citizen-centered

redesign of the City's Land Development Code and launched new planning tools such as web-based development review and site selection software that simplifies the project site selection process. The Department has also cut development review process times from nearly 60 days to less than 15 days. The Department continues to work closely with partners in the community, such as the University of Florida on several research projects emanating from the City of Gainesville/University of Florida's MOU.

The Building Inspection Division provides the implementation of the Florida Building codes for the built environment through quality services including the issuance of building permits, performing inspections, and providing plan review for all new and remodeled construction performed in the City of Gainesville. The Division works cooperatively with industry partners and the general public and provides information and services with an emphasis on customer service. The Building Inspection division has approximately 26 FTEs.

THE POSITION

The Chief Plans Examiner reports directly to and works closely with the Building Official while providing supervisory duties and code interpretation to plans examining staff. Duties include oversight of technical work examining plans and specifications of building construction and life safety systems for compliance with adopted and approved building codes and regulations. Regulations include National, state and local specifications and require extensive knowledge and background of all types of building and safety codes. This position has a high-level of customer interaction and will build and foster positive working relationships and maintain an excellent customer service standard when interfacing with both internal and external customers.

The Chief Plans Examiner is supervisory and advanced technical work, directing and coordinating a team of plan examiners performing plan review work certifying compliance with Florida Building code and associated City ordinances per Florida Statute, Chapter 468 (FS 468) in all trade categories of plan review. Candidates must have a knowledge of construction and Florida Building Codes (FBC) and the enforcement of FBC requirements with contractors and owners as well as the exercise of individual discretion in the interpretation and enforcement of the code.

Essential Duties of the Chief Plans Examiner include, but are not limited to the following:

- Supervises, plans, and coordinates work of subordinates along with other business processes within department;
- Recommends selection, promotion, discharge, and other appropriate personnel actions; initiates or recommends discipline of employees in accordance with applicable bargaining agreements and City policies;



- Monitors and coordinates training and continuing education required for Building Code (FS 468) licensure for employees;
- Serves as a resource for the City regarding code interpretations and customer project assistance;
- Responds and resolves citizen concerns regarding problems with plan review and inspections;
- Confers with and provides guidance to Plan Reviewers, Inspectors, and front counter personnel; and consults with Building Official on difficult enforcement problems or specific code interpretation;
- Writes the administrative procedures for Plan Reviewers;
- Prepares periodic reports on departmental activities for internal and external uses, and closely monitors permit and plan review turnaround times;
- Leads department efforts for process improvement, to include electronic plan submittal and review, and web-based public interface; and,
- Performs other duties as assigned.

The ideal candidate will have thorough knowledge of the State of Florida building codes, and the laws and rules associated with the codes. Must have strong supervisory skills to train and evaluate personnel responsible for conducting plan reviews.

A management style that is team-oriented, motivates staff, and promotes mentoring is desired. Selected candidate must be analytical with strong interpersonal and communication skills. Must be flexible, comfortable with change, and able to perform within a

high-speed, customer service-oriented department.

The selected candidate will possess a high school diploma or an acceptable equivalency diploma and must have ten (10) years of progressively responsible trades-related work experience in construction with multiple trades (e.g., building, electrical, mechanical, and plumbing) code enforcement, to include at least two (2) years of supervisory experience; or equivalent combination of education, training and experience which provide the required knowledge, skills, and abilities.

The selected candidate must have a Florida Standard Inspector License in one of the following trade categories: Building, Electrical, Mechanical, or Plumbing; AND be a current Florida Standards Plans Examiner in one of these associated categories: Building, Electrical, Mechanical, and Plumbing; OR possess a current Florida Standard Plans Examiner in two of these trade categories: Building, Electrical, Mechanical or Plumbing; and MAY HAVE a current Florida Standard Inspector License in one of the following categories: Building, Electrical, Mechanical or Plumbing. A State of Florida Professional Architect or Professional Engineer license is preferred, but not required.

Come join the team as it shifts the culture from "No" to "Yes"; from reactive to proactive; from policy-oriented to services-oriented; and from silos to teams!



COMPENSATION

The salary range for this position is open and dependent upon qualifications. Starting salary will be based upon the knowledge, skills, and experience of the individual selected. In addition, the City offers an excellent benefits package. The City does not participate in the Florida Retirement System (FRS). The State of Florida does not have a state income tax.

TO APPLY

If interested in applying for this outstanding opportunity, please visit our website at www.srnsearch.com to apply online. Filing deadline is August 21, 2017. Résumés will be screened according to the qualifications outlined above. The most qualified applicants will be invited to screening interviews with the City of Gainesville. Final interviews will be held with the City of Gainesville. Questions regarding this recruitment may be directed to Ms. S. Renée Narloch at info@srnsearch.com or call 850-391-0000. The City of Gainesville is an Equal Opportunity/AA/DFWP Employer.

To learn more about the City of Gainesville, visit: <http://www.cityofgainesville.org>.

ACCORDING TO FLORIDA'S BROAD PUBLIC RECORDS/SUNSHINE LAWS, APPLICATIONS AND RÉSUMÉS ARE SUBJECT TO PUBLIC DISCLOSURE.



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