

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 630**

**ASSISTANT BUILDING OFFICIAL**

**GENERAL**

Highly responsible administrative work assisting the Building Official in directing and coordinating the operations of the Building Department performed under administrative direction.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assists in plans, evaluates, and directs departmental policies, programs, and operations through division supervisors.
- Reviews, evaluates, trains, and motivates division supervisors and other department personnel.
- Assists in the preparation of the department budget for the City Manager's consideration.
- Assists in the preparation and implementation of division budgets and makes procedural and operational recommendations to City management through work plans.
- Enforces regulations and laws of the State and Federal government relative to coast lines, seawalls, floodplains, and natural resources.
- Provides code interpretations pursuant to Florida Building Code.
- Enforces FEMA - Floodplain Regulations.
- Assigns duties and complaints to appropriate section.
- Recommends ordinance changes to fee schedules and other laws.
- Prepares information for legal staff and attorneys.
- Maintains records that are required by state law.
- Maintains records on employee training and state required certification.
- Prepares monthly and special reports for City Manager.
- Presents appeal responses to the Broward County Board of Rules and Appeals.
- Prepares violation notices.
- Issues Certificates of Occupancy.
- Gives testimony at hearings and court proceedings.
- Answers code related questions over phone.
- Meets with design professionals to assist in permitting.
- Prepares reports for other state regulatory agencies.
- Enforces ADA, energy code, and other state and county regulations.
- Reviews purchase orders, general correspondence, and time sheets.
- Serves on building code committees, Broward County Board of Rules and Appeals.
- Collects revenue and files reports to state agencies (HRS and Radon).
- Attends state approved seminars for mandatory re-certification.

- Issues orders on unsafe and emergency conditions.
- Responds to call-out at any hour when Police or Fire Dept. calls for assistance in emergency situations.
- Maintains a Building Code library for building code regulations.
- Performs related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of building construction methods and materials.
- Knowledge of the building, electrical, plumbing, and land use codes in force and of the Florida Building Code.
- Knowledge of the general practices and materials of the building trades.
- Skill in drafting and giving presentations and reports.
- Skill in producing financial budgets.
- Skill in using Microsoft Office.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Ability to supervise employees engaged in the code enforcement operation.
- Ability to communicate and enforce laws, codes, and regulations effectively both orally and in writing.
- Ability to review/evaluate, motivate, and train/coach subordinates.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Must meet the requirements of the Florida Building Code and Broward County Board of Rules & Appeals as outlined in the Special Laws of Florida CH-71-575, Chapter 2, Section 201.2 and 201.8. Extensive construction experience and considerable supervisory experience within a Building Inspection Department. Successful candidate must possess excellent customer service skills and philosophy to promote Pompano Beach as a business friendly environment. Applicants should possess administrative and supervisory skills and demonstrate proficiency in the utilization and implementation of information technologies.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb structures under construction, ladders, and scaffolds.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev: 8/2020

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 36/50

**Location:** Building Division

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 235**

**ASSISTANT CHIEF INFORMATION OFFICER**

**GENERAL**

Responsible administrative and technical work, directing and coordinating management information systems. Work is performed under the Chief Information Officer direction.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position*

- Plans, evaluates and directs City and departmental policies, programs and operations, such as documentation, data entry control, computer security, editing and report formats.
- Supervises a technical staff engaged in developing new or revising current applications, maintaining systems software and operating main computer system and on-line applications.
- Confers with user departments regarding equipment needs and utilization, report scheduling and extension of services. Assigns work orders and evaluates implementation of changes.
- Determines data system charges for equipment and utilization for financial records including budget preparation, maintains inventory records of technical manuals, lease and servicing agreements, and status of purchased equipment.
- Confers with vendors regarding products to insure that computer capabilities exceed data requirements.
- Plans and recommends modification or addition of machines, equipment and programs.
- Manages physical access and camera system security, managing all access to internal systems.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of IBM iSeries platform and software and other database systems.
- Knowledge of analyzing user needs, designing program and systems and implementing applications.
- Knowledge of office methods and procedures is essential in this position.
- Knowledge of data base operations.
- Ability to supervise and evaluate technical staff.
- Knowledgeable in multi-level platforms. Must be technically competent. Able to adapt to an ever-changing environment. Able to assist with the systems and programming when necessary.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelors in Computer Science or related field. Extensive experience in hardware installation, troubleshooting, and repair supplemented by technical training.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 8/2020**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 36/50

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 287**

**ASSISTANT DEVELOPMENT SERVICES DIRECTOR**

**GENERAL**

This is highly responsible administrative work assisting the Director in planning, assigning, directing and reviewing the activities of professional, technical and clerical staff engaged in the compilation, analysis and interpretation of data and policies in the planning, zoning operations. Acts as the department director also overseeing the building inspection division in the absence of the Director. Work is performed under the general direction of the Development Services Director.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assists in planning, evaluating and directing departmental policies, programs and operations through division supervisors.
- Assists with the preparation and implementation of division budgets and makes procedural and operational recommendations to City management through work plans.
- Assists in the formulation and administration of the City's Comprehensive Plan, City-Wide Master Plan and Land Development Regulations.
- Implements ongoing planning activities in the areas of public art, historic preservation, neighborhood initiatives and grant writing.
- Implements strategic initiatives including corridor studies, strategic planning,
- Provide assistance and information to the public regarding requirements for development.
- Plans and directs the activities involved in long range, comprehensive City planning and the review of proposed development.
- Plans and directs the activities involved in administering existing City codes related to planning and zoning.
- Evaluates division activities through a review of work plans, conferences and inspections.
- Clarifies planning issues for subordinates
- Prepares and supervises land use planning data for the review, certification and inclusion in the Broward County Land Use Plan.
- Confers with individuals, citizen groups, business organizations, consultants, governmental agencies and other City departments and exchanges planning information on problems, changes or projections.
- Serves as a key advisor to and representative of the City on growth management and development activities.
- Recommends hiring, discipline and promotions. Ensures high productivity and high morale through team building and modern management techniques.
- Attends city commission, state, county, regional and local planning agency meetings as required
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, practices and techniques of urban planning.
- Knowledge of building inspection regulations, zoning codes and licensing activities
- Thorough knowledge of Florida and Broward County comprehensive land use planning and development regulations.
- Knowledge of Microsoft Office.

- Ability to plan, direct and coordinate a wide range of planning, inspection, enforcement and licensing activities.
- Ability to supervise and provide training to subordinate personnel.
- Ability to create a positive image to the public relative to growth management and development programs.
- Ability to respond to citizen's complaints and inquiries in an impartial and professional manner.
- Ability to read and interpret city ordinances and related legal documents.
- Ability to supervise maintenance of complex administrative records.
- Ability to prepare and present complex reports.
- Ability to present ideas and findings clearly and concisely in oral and written form.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Urban Planning, Public Administration or a closely related field. Master's Degree and AICP certification is desirable. Five (5) years' experience in professional planning two years of which must have been in a supervisory or administrative capacity. Strong analytical, writing and verbal skills are required. Experience and knowledge of applicable computer applications is necessary. Demonstrated experience with complex project development review tracking and ability to supervise others.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev: 8/2020

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 36/50

**Location:** Development Services

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 629**

**BUILDING OFFICIAL**

**GENERAL**

Highly responsible administrative work directing and coordinating the operations of the Building Department performed under administrative direction.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Plans, evaluates, and directs departmental policies, programs, and operations through division supervisors.
- Reviews, evaluates, trains, and motivates division supervisors and other department personnel.
- Prepares department budget for the City Manager's consideration.
- Directs the preparation and implementation of division budgets and makes procedural and operational recommendations to City management through work plans.
- Serves as principal Enforcing Officer of the South Florida Building Code as mandated under Florida Statutes.
- Enforces regulations and laws of the State and Federal government relative to coast lines, seawalls, floodplains, and natural resources.
- Provides code interpretations pursuant to Florida Building Code.
- Enforces FEMA - Floodplain Regulations.
- Assigns duties and complaints to appropriate section.
- Recommends ordinance changes to fee schedules and other laws.
- Prepares information for legal staff and attorneys.
- Maintains records that are required by state law.
- Maintains records on employee training and state required certification.
- Prepares monthly and special reports for City Manager.
- Presents appeal responses to the Broward County Board of Rules and Appeals.
- Prepares violation notices.
- Issues Certificates of Occupancy.
- Gives testimony at hearings and court proceedings.
- Answers code related questions over phone.
- Meets with design professionals to assist in permitting.
- Prepares reports for other state regulatory agencies.
- Enforces ADA, energy code, and other state and county regulations.
- Reviews purchase orders, general correspondence, and time sheets.
- Serves on building code committees, Broward County Board of Rules and Appeals.
- Collects revenue and files reports to state agencies (HRS and Radon).
- Attends state approved seminars for mandatory re-certification.



- Issues orders on unsafe and emergency conditions.
- Responds to call-out at any hour when Police or Fire Dept. calls for assistance in emergency situations.
- Maintains a Building Code library for building code regulations.
- Performs related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of building construction methods and materials.
- Knowledge of the building, electrical, plumbing, and land use codes in force and of the Florida Building Code.
- Knowledge of the general practices and materials of the building trades.
- Skill in drafting and giving presentations and reports.
- Skill in producing financial budgets.
- Skill in using Microsoft Office.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Ability to supervise employees engaged in the code enforcement operation.
- Ability to communicate and enforce laws, codes, and regulations effectively both orally and in writing.
- Ability to review/evaluate, motivate, and train/coach subordinates.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Must meet the requirements of the Florida Building Code and Broward County Board of Rules & Appeals as outlined in the Special Laws of Florida CH-71-575, Chapter 2, Section 201.2 and 201.8. Extensive construction experience and considerable supervisory experience within a Building Inspection Department. Successful candidate must possess excellent customer service skills and philosophy to promote Pompano Beach as a business friendly environment. Applicants should possess administrative and supervisory skills and demonstrate proficiency in the utilization and implementation of information technologies.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb structures under construction, ladders, and scaffolds.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev: 8/2020

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 39/50

**Location:** Building Division

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 466**

**Utilities Mechanical Specialist**

**GENERAL**

Advanced duties of a skilled nature, which can involve the operation, maintenance and specialized repairs of water and wastewater equipment. This is an essential position; incumbent will be required to work extended hours during and after hurricanes or other disasters. Works proactively and provides excellent customer service to internal and external customers. Follows safety procedures and promotes a safe work environment. A strong understanding of ethical behavior is required. Needs to have an Intellectual curiosity and a desire to find answers.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Inspects, maintains and makes necessary repairs to a wide variety of machinery including pumps, motors, generators, electrical systems, and the ability to detect flaws and defects in operations.
- Inspects both diesel and gasoline engines, drive shafts and related components for excessive wear, proper lubrication and efficient operations; makes adjustments and repairs as necessary.
- Removes pumps for service, repair and replaces pumps and related equipment as necessary. Works with pump and motor representatives and repair facilities and parts suppliers.
- Ensures the accuracy of all inspection and maintenance records and keeps a comprehensive repair log of all pumps and equipment. Knowledge of Maximo Asset Management a plus.
- Provides a preventative maintenance program for the treatment plants or wastewater pumping division assets and makes recommendations for repairs.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of software programs such as Microsoft Office.
- Skilled in the use of mechanic's tools and shop equipment in the installation, repair and maintenance of lift station pumps, motors and equipment.
- Skill in demonstrating a mechanical aptitude.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effective English, both oral and written.
- Ability to interpret computer-based GIS mapping systems and paper maps.
- Ability in dealing with the public in a pleasant and diplomatic manner and in creating and maintaining harmonious working relationships with other City employees.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent, two years' experience in mechanical repair of electrical motors, compressors, pumps and related equipment. Experience in skilled mechanical work in repair and maintenance of underground utilities. Obtaining a Lean Six Sigma White belt in the first year is required. Experience with asset management programs would be a plus. Experience working with Data Flow SCADA required. Experience in operating and driving automotive and other motorized construction/maintenance equipment is required. Experience in operation and maintenance of wastewater pumping facility, and related equipment. Taken O.S.H.A. confined space training.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must comply with OSHA standards as they apply to facial hair and respirators. Employee must pass a pulmonary function medical test for respirators and Self-Contained Breathing Apparatus. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Must be able to work outdoors with exposure to chemicals, some hazardous, fumes, dust, machinery hazards and adverse weather conditions. The noise level in this environment is usually moderate but can be intense. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to perform moderate moving up to 50 lbs. on a regular basis, and occasionally perform moving up to 75 lbs.

### **SPECIAL REQUIREMENTS**

Ability to drive a truck and have a class "B" CDL with tanker and air brake endorsements prior to application submittal. Possess a FWPCOA Wastewater "C" Certificate for wastewater positions prior to application submittal.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

8/2020

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 20/42

**Location:** Utilities

**GERS: Regular:** Regular Class