

Jonathan P. Bilby, MCP, CFM

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State Licensed Building Code Administrator State Licensed Plans Examiner/Building Code Inspector Certified Floodplain Administrator Construction Superintendent

25+ Years Total Construction Related Experience/ 15+ Years Experience Building Department Operations/ 7+ Years Experience as a Building Official/ 10+ Years Floodplain Management Experience/ 12+ Years Experience Construction Project Management/ 12 State of Florida Building Code Licenses/ 33 International Code Council Certifications/ Certified Floodplain Manager/ Master Code Professional

Organized, highly motivated individual; possesses skills, licenses, and certifications to manage building operations. Well informed of codes, materials, and processes in the construction industry. Motivated to advance skills in all job-related areas. Good people skills, proven leadership qualities, honest and ethical.

Core professional competencies include:

- hands-on construction related experience
 - construction project management experience
 - structural, plumbing, electrical, and mechanical experience
 - building code administration
 - knowledge of building codes
 - skilled in building code inspections
 - skilled in plan review
 - building department supervisory experience
 - good customer relations skills
 - knowledge of the National Flood Insurance Program
 - development of local ordinances
 - knowledgeable regarding the ARC-GIS program
 - familiar with planning and development processes
 - skilled in personnel management and leadership
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Relevant Experience

City of Pensacola Inspection Services

(City Government Building Department located in Okaloosa County, Northwest Florida)

Inspection Services Administrator/ Floodplain Administrator

(August 2018-Present)

Performs Building Code Administration, manages Inspection Services personnel, and oversees daily operations of the Department. Provides interpretation of the Florida Building Code. Reviews plans and conducts inspections as needed for all types of building projects permitted within the City for compliance with the Florida Building Code. Oversees the preparation of the departmental budget. Performs reviews of site plans, building plans, and elevation certificates for compliance with the floodplain ordinance and the National Flood Insurance Program. Manages the activities for maintaining a good status in the Community Rating System. Reviews tree removal and landscape plans for developments for compliance with the City's Tree and Landscape Ordinance. Reviews and revises building construction related City ordinances as

needed. Performs inspections and provides determination of unsafe structures. Weekly participation in the open house Development Meetings. Participates in the Escambia County Local Mitigation Strategy (LMS) Meetings. Serves on the Code Enforcement Board Bi-weekly. Serves as secretary on the Construction Board of Adjustment and Appeals. Serves in an advisory capacity to the Architectural Review Board. Serves in an advisory capacity to the Planning Board. Serves in an advisory capacity to the Zoning Board of Adjustments. Works with GIS in address assignments. Oversees compliance with the NPDES permit in relation to construction projects. Serves on the Board of Directors for the Building Officials Association of Florida and the Florida Floodplain Managers Association.

Key Achievements:

- Implemented policies and procedures for inspecting and plan review
- Implemented a new software program for online permitting and inspections and electronic plan review.
- Amended the Fee Ordinance to cover the costs of new software and lien searches
- Finalized and oversaw adoption of the Floodplain Management Ordinance for the City
- Worked with Human Resources to achieve a 20% pay increase for licensed inspection personnel.
- Serves as the Chapter Director for the Northwest Florida Chapter of the Building Official's Association of Florida
- Serves on the Board of Directors for the Building Officials Association of Florida State Chapter
- Serves as Treasurer on the Board of Directors of the Florida Floodplain Managers Association

City of Crestview Growth Management/ Building Division

(City Government Building Department located in Okaloosa County, Northwest Florida)

Building Official/ Floodplain Manager

(July 2012- August 2018)

Performed Building Code Administration, managed Building Department personnel, and oversaw daily operations of the Division. Provided interpretation of the Florida Building Code. Reviewed plans and conducted inspections for all types of building projects permitted within the City for compliance with the Florida Building Code. Managed the Building Division Budget. Performed reviews of Development Order site plans, building plans, and elevation certificates for compliance with the floodplain ordinance and the National Flood Insurance Program. Reviewed and revised Building Construction related City Ordinances as needed. Performed inspections and provided reports on unsafe structures. Served on the Board of Directors for the Building Officials Association of Florida and the Florida Floodplain Managers Association.

Key Achievements:

- Implemented policies and procedures in the City pertaining to Building Code Administration to ensure consistency in enforcing the Florida Building Code
- Adopted policies for unpermitted projects and unlicensed contracting to ensure compliance with the Florida Building Code and 489, Florida Statutes
- Separated the Building Department Budget from Growth Management Budget to ensure compliance with 553.80, Florida Statutes
- Worked with the Finance Director to ensure that any excess Building Permit fees are retained in an escrow account.
- Worked with Public Services to ensure that the Florida Building Code is enforced on City Projects
- Developed the City of Crestview Building Department Webpage
- Implemented specific procedures for inspections and plan review
- Wrote a new building permit fee ordinance and worked with City Council to adopt

- Balanced the Building Department Budget to keep the department in the black since 2013
- Rewrote the “Buildings and Building Regulation” Ordinance and worked with City Council to adopt
- Rewrote the Floodplain Ordinance for the City of Crestview
- Serves as the Chapter Director for the Northwest Florida Chapter of the Building Official’s Association of Florida
- Served on the Board of Directors for the Building Officials Association of Florida State Chapter
- Served a 2 year term on the Board of Directors as Secretary of the Florida Floodplain Managers Association
- Serves as Treasurer on the Board of Directors of the Florida Floodplain Managers Association

Walton County Planning and Development Services

(County Government planning and development department located in Northwest Florida)

Floodplain Manager/ Plans Examiner/ ADA Coordinator

(September 2009- July 2012)

Performed inspections on structures and development in the floodplain in Walton County. Involved in the map modernization process for Walton County. Rewrote the Flood Protection Ordinance for Walton County to include higher than minimum standards and to be one of the most comprehensive Flood Protection Ordinances in the State. Performed reviews of Development Orders, building plans, and elevation certificates for compliance with the floodplain ordinance and NFIP. Reviewed projects located seaward of the Coastal Construction Control Line for consistency with the Land Development Code, Comprehensive Plan, and the Florida Building Code. Reviewed Letter of Map Changes for Walton County. Developed the Walton County Flood Protection Webpage. Reviewed properties to provide determinations of flood hazard status. Provided input on the rewriting of the Future Land Use and Conservation Elements of the Comprehensive Plan and the Land Development Code. Created floodplain management layers in the County GIS system. Inspected projects to ensure compliance with FDEP and County Stormwater management standards. Currently working with FEMA and the State of Florida to enter the FEMA Community Rating System. Participated with the State of Florida and FEMA in several Community Assistance Visits and various issues pertaining to the floodplain. Named the County ADA Coordinator to ensure that all county owned buildings comply with ADA and Florida Building Code Accessibility standards. Reviewed building plans to ensure compliance with the Walton County Land Development Code.

Key Achievements:

- Obtained the Certified Floodplain Manager© certification from ASFPM
- Rewrote the Flood Protection Ordinance for Walton County
- Developed the Walton County Floodplain Management Webpage
- Implemented higher than minimum standards for floodplain management in Walton County
- Obtained certification as a Qualified Stormwater Management Inspector from the Florida Department of Environmental Protection
- Created procedures and processes for the Floodplain Manager position in Walton County
- Nominated and elected as a Director for Region 3 on the Florida Floodplain Manager’s Association Board of Directors.
- Started the process to get Walton County involved with the CRS program (Left prior to completion)

Plans Examiner/ Inspector

(November 2005-December 2009)

Performed inspections and plan review for building, accessibility, electrical, plumbing, fuel and gas and mechanical codes. Instrumental in developing documents relating to building department and floodplain management. Obtained 29 certifications from the International Code Council. Obtained 12 State of Florida Standard licenses from the Building Code Administrators and Inspectors Board, including the Standard Building Code Administrator's License. Heavily involved in customer relations maintaining contact with builders, engineers, architects, contractors, surveyors and the public. Completed several FEMA EMI IS programs pertaining to development within the floodplain. Effectively managed the South Walton Building Department office during 2008 & 2009.

Key Achievements:

- Obtained the Standard Building Code Administrator license from the State of Florida
- Obtained Standard Inspector licenses in all disciplines from the State of Florida
- Obtained Standard Plans Examiner licenses in all disciplines from the State of Florida
- Awarded the Master Code Professional Certification, the highest certification available from the International Code Council (ICC)
- Passed 17 ICC building code related exams, and achieved 29 ICC certifications during a two-year period from 2006-2008

Bilby Construction, LLC

(Self-owned subcontracting business based in Navarre, FL, specializing in new construction and remodeling)

Owner/Manager

(2003-2005)

Self-employed construction business with three full time employees. Managed all aspects of the business including, insurance, taxes, contracts, bids, and employee management. Involved in hands-on work and jobsite management daily. Heavily involved in reconstruction and rebuilding post-hurricane Ivan and Dennis in 2004-2005. Closed the business due to the opportunity to become employed with Walton County.

Key Achievements:

- Ran a successful profitable business operation
- Customer relation skills with contractors, employees, suppliers, and property owners
- Developed documents pertaining to contracts, proposals, and bids
- Paid business taxes, maintained all insurances, and managed salaries effectively

Integrity Construction, Inc.

(State licensed Building Contractor located in Fort Walton Beach, FL. Roofing, residential and commercial construction, new construction and remodeling)

Project Manager/Superintendent

(2002-2003)

Employed as a Project Manager in charge of individual projects. Managed construction crews and subcontractors. Coordinated materials for jobsites. Promoted to Superintendent in charge of all building projects in 2003 prior to leaving. Effectively managed multiple jobsites and developed good customer relations.

Key Achievements:

- Effective management of projects
- Promoted to Superintendent over all building operations within 1 year

- Enhanced relationship skills with subcontractors, suppliers, company employees, and local building inspectors

Bilby Carpentry and Remodeling

(Self-owned subcontracting business in Navarre, FL, specializing in residential remodeling and framing)

Owner/Manager

(1999-2002)

Subcontracted for remodel and new construction projects. Hands-on experience with building and remodeling operations. Developed relation skills with Contractors and fellow subcontractors. Developed working relationships with local Building Inspectors. Developed contract documents used for subcontracting. Prepared bids, contracts, and completed the necessary paperwork for taxes and insurance.

Key Achievements:

- Managed successful subcontracting business
- Customer relation skills with contractors, other subcontractors, suppliers, and company employees
- Advanced knowledge of construction aspects.

Demers Construction, Inc.

(State licensed Design/Building Contractor based in Fort Walton Beach, FL specializing in roofing, building, plumbing, electrical and mechanical contracting)

Construction Laborer/Project Manager/Superintendent

(1994-1999)

Hired as construction laborer. Hands-on experience with building, plumbing, electrical, and mechanical aspects of construction. Became a project manager in charge of residential and commercial projects. Managed construction crews and coordinated materials for jobsites. Developed knowledge of building codes. Became Superintendent over all building operations. Designed building plans for submittal to the local building departments. Managed multiple projects, subcontractors, and crews.

Key Achievements:

- Became a Jobsite Superintendent after one year
- Became a Superintendent over all building operations with three years
- Became knowledgeable in all aspects of construction, including Building Codes
- Developed customer relation skills
- Effective management of projects
- Involved with post hurricane rebuilding after Hurricanes Erin and Opal in 1995
- Became knowledgeable on coastal construction practices

Licenses and Certifications

State of Florida Department of Business and Professional Regulation

- Building Code Administrator
- Building Inspector
- Mechanical Inspector

- Electrical Inspector
- Plumbing Inspector
- 1 & 2 Family Dwelling Inspector
- Coastal Construction Inspector
- Building Plans Examiner
- Mechanical Plans Examiner
- Electrical Plans Examiner
- Plumbing Plans Examiner
- 1 & 2 Family Plans Examiner

International Code Council

- Certified Electrical Code Official
- Combination Plans Examiner
- Plumbing Plans Examiner
- Plumbing Inspector
- Building Inspector
- Residential Mechanical Inspector
- Commercial Mechanical Inspector
- Residential Plumbing Inspector
- Certified Building Official
- Residential Combination Inspector
- Mechanical Inspector
- Combination Inspector
- Residential Electrical Inspector
- Mechanical Plans Examiner
- Certified Plumbing Code Official
- Commercial Combination Inspector
- Commercial Plumbing Inspector
- Accessibility Inspector/Plans Examiner
- Commercial Building Inspector
- Electrical Inspector
- Coastal & Floodplain Construction Inspector
- Building Plans Examiner
- Commercial Electrical Inspector
- Electrical Plans Examiner
- Master Code Professional
- Residential Energy Inspector/Plans Examiner
- Certified Building Code Official
- Residential Building Inspector
- Certified Mechanical Code Official

Association of State Floodplain Managers

- Certified Floodplain Manager

Florida Department of Environmental Protection

- Qualified Stormwater Management Inspector

Memberships

Building Officials Association of Florida State Chapter (2005-Present)

- Board of Directors (2016-Present)

Building Officials Association of Florida, Northwest Florida Chapter (2012-Present)

- Vice President (2015-2016)
- Chapter Director (2016-Present)

Building Officials Association of Florida, Panhandle Chapter (2005-2012)

Florida Floodplain Manager's Association (2009-Present)

- Board of Directors (2011- Present)
- Region 3 Director (2011-2016)
- Secretary of the Board (2016-2018)
- Treasurer of the Board (2018-Present)

Association of State Floodplain Managers (2009-Present)

International Code Council (2005-Present)

- Voting Member (2012-Present)

International Association of Electrical Inspectors (2016- Present)

Florida Association of Plumbing, Gas, & Mechanical Inspectors (FAPGAMI) (2017-Present)