

Stephen Stiltner

273 Spring Forest Avenue, Jacksonville FL | 904-509-0779 | ssiltner@netzero.net

Objectives

I look forward to the process and challenges of Construction Trades Qualifying Board Director where I can maximize my nearly 20 years of inspection experience with regards to licensure and building codes.

Experience

BUILDING PERMIT AND LICENSE INSPECTOR | CITY OF JACKSONVILLE | 2002 - PRESENT

- 19 years of service with the Construction Trades Qualifying Board.
- 19 years and 6 months of building inspections, Building Permit and License Inspector.
- Regulate construction job sites for permits and construction licenses.
- Write citations and reports for violations at construction sites.
- Receive, review and investigate complaints against contractors that violate the local City Ordinances, State Statutes and Building Codes.

DATA PROCESSOR / IT TECHNICIAN | AFFILIATE COMPUTER SERVICES | 1997 - 2002

- Supervised job sites located at the Department of Health and Mayo Clinic.
- Data Processing and IT Technician.

Education

ASSOCIATE IN ARTS | JUNE 1997 | FLORIDA COMMUNITY COLLEGE OF JACKSONVILLE

- AA: General Studies.

BACHELOR OF APPLIED SCIENCE | CURRENTLY | Florida Community College of Jacksonville

- BAS: Business Degree in Supervision and Management.
Currently attending with 87 credits completed out of 120

Skills & Abilities

MANAGEMENT ABILITIES

- Managed job sites for Affiliate Computer Services.
- Inspect and direct job sites for correction and completion of projects.
- Performed quality control check and inspected job sites for construction license issues
- Project self-confidence, authority and enthusiasm
- Recognize the important roles of responsibility, authority and accountability

ACHIEVEMENT

- Served on the Northeast Association of Code Enforcement board as Secretary in 2003 - 2004, and Vice President in 2005, and President in 2006
- Served on the Florida Association of Code Enforcement Legislative committee in 2006 and 2007
- Received excellent safety awards by the City of Jacksonville

COMMUNICATION

- Excellent verbal communication skills
- Confident and professional speaking abilities
- Excellent public speaking skills to groups and individuals

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References:

Tony Armas
Supervisor
Affiliate Computer Services
9450 Philips HWY
Jacksonville, Florida 32256
904-422-1200
Employer from 1997 – 2002

Larry Donahue
Supervisor
City of Jacksonville
214 North Hogan Street
Jacksonville, Florida 32202
904-509-2005
Employer from 2002 – 2016

Steve Cail
Supervisor
City of Jacksonville
214 North Hogan Street
Jacksonville, Florida 32202
904-509-2005
Employer from 2016 – current

Joshua Gideon
Building Inspection Chief
City of Jacksonville
214 North Hogan Street
Jacksonville, Florida 32202
904-255-8521
Chief from 2017 - current

**Executive Director
Construction Trades Qualifying Board**

**General Administration
Appointed
Manager
Sort Code: A04466**

**Occ Code: 04294
Exempt Status
Pay Grade 19.05**

This position reports to the Construction Trades Qualifying Board. The primary purpose of this position is to manage and supervise the Board office and staff in carrying out the policies and directives of the Board and to ensure completion of all administrative matters, in accordance to Section 129.101 (b) and (c), Ordinance Code. The Executive Director shall handle such other duties as the Board may from time-to-time assign. To perform its duties, the Board may call upon the Chief of Building Inspection to furnish employees as may be needed to make investigations and enforce ordinances.

Essential Functions:

- Extensive knowledge of Chapter 342 M.O. and F.S. Chapter 489 Part I and II.
- Ensures that the members of the construction industry meet the competency, financial responsibility, credit, and insurance threshold qualifications established under both City Ordinance and State Law.
- Requires establishing and maintaining positive relationships with members and staff of the Jacksonville City Council, the Florida Legislature, and other Florida licensing jurisdictions.
- Manages the Construction Trades Qualifying Board to include tracking terms of current members and recruiting new members.
- Acts as a liaison for the board by establishing and maintaining contact with departments and agency officials, the public, and city employees.
- Prepares annual budget and maintains records of expenditures.
- Schedules, assigns, reviews, and evaluates the work of assigned staff.
- Responds to miscellaneous questions and research various issues as they arise.
- Perform other work as required

Position Requirements: A five year combination of education, training and professional experience in a construction trades field.

Approved: September 2, 2021