

## Brevard County Government/Planning and Development Department

### Volunteer Position Description for Building Code Division Document Management Specialist

- Augment Building Department operational support thorough electronic document management
- Assignment location – Building Code Division, Bldg A, Room A-115, 2725 Judge Fran Jamieson Way, Viera, FL
- Qualifications
  - Must be able to read and write
  - Good communication skills
  - Basic computer skills
  - Familiarity with construction terminology helpful
  - Attend in person interview
  - Able to pass low-level background screening
- Minimum of 2-4 hour shift at least two days each week required
- Orientation, training and ongoing support provided by Building Department staff
- Volunteer Supervisor – Mike McCaughin, Chief Building Official, 321-633-2072 or [mike.mccaughin@brevardcounty.us](mailto:mike.mccaughin@brevardcounty.us)