



JOB DESCRIPTION

JOB TITLE: Building Official

JOB CODE: 1370

DEPARTMENT: Community Development

FLSA STATUS: Exempt

REPORTS TO: Director of Community Development

SUMMARY OF JOB PURPOSE

Oversees and manages the Building Division within the Community Development Department; administrates, advises, and enforces all building codes for new construction by regulating and controlling the design, construction, quality of materials, use and occupancy, and location and maintenance of all buildings and structures within the County.

ESSENTIAL FUNCTIONS

1. Coordinates, coaches and facilitates the direction of staff involved in the building activities to ensure prompt review of plans for proposed building construction or alteration and the timely inspection of all structures being built to obtain compliance with applicable state and local laws, codes and ordinances dealing with the construction of new buildings, and the alteration and safety of existing buildings.
2. Works with the development community and the Appeals Board to establish necessary policies and procedures applicable to the Adopted Building Codes and enforcement of such inspections within the County.
3. Effectively directs and manages development team(s) and/or other building inspection staff by evaluating and analyzing department issues, recommends and implements solutions, performs observations of the staff in the field, reviews and evaluates workload and staff assignments and prioritizes and assigns tasks and projects, interviews, hires, and trains staff, and provides coaching and instruction to employees as required; develops staff skills and conducts performance evaluations.
4. Oversees the installation and application of contract inspection companies to ensure that proper plan checking and building inspections are completed according to County policy.
5. Confers with the Appeals Board and the Director of Community Development, and reviews and revises the County codes to maintain the building regulations that are the most up-to-date, available, and that conform to all federal, state, and local requirements.
6. Confers with the Appeals Board and the Director of Community Development, and develops policies and procedures designed to improve plan checking and the zoning enforcement program such as streamlined permit issuance procedures or plan checking aides such as checklists and application forms.
7. Works with other Community Development Managers to streamline and provide quality customer-focused programs relative to development concerns in the County; works with other members of the Management Team to provide quality customer service to the County.
8. Plans and controls the utilization of time by Building Inspectors to reduce the amount of time spent in the office and ensure the timely and productive scheduling of inspections within 24 hours of the request; schedules employees to maximize their customer effectiveness.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Assists in developing, justifying, and administering the budget for building-related activities.
10. Provides technical assistance and advice to architects, engineers, contractors, and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures, and building codes; oversees and prepares literature and a newsletter indicating changes to building concerns in the County; works closely with the Contractor's Association on new policies and procedures to disseminate information to their clients.
11. Reviews and checks building plans and specifications or makes inspections when unusual or complex problems are encountered.
12. Generates necessary reports for the Director of Community Development regarding public and private building inspection work activities, workload factors, and other studies as assigned; maintains various work records related to the development of such reports.
13. Responds to and resolves complaints from citizens, including investigation, to determine responsibility and methods of resolving the problem.
14. Interprets and makes decisions on technical problems relating to building, plumbing, electrical and mechanical codes, and related state and local laws and ordinances.
15. Directs the abatement of structures that fail to meet the requirements of state and local laws, ordinances, and codes.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and five (5) years of progressively responsible experience in building inspection, with at least two years at a supervisory level; Bachelor's Degree in Architecture, Engineering, Business Administration, or other related field preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; demonstrated fundamentals of plane, solid geometry, and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of building, plumbing, electrical, and mechanical codes and ordinances enforced by the County; principles and techniques of building inspection, building materials, accepted safety standards, and modern methods of building construction; ability to provide technical supervision and training to assigned staff; read and interpret quality control building plans, diagrams, specifications, and building codes; perform engineering computations and analysis; check and verify building construction computations made by architects and engineers; enforce laws, codes, and regulations; maintain records and prepare comprehensive reports and correspondence.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; I.C.B.O. certification is desirable and must be attained within two (2) years of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and the noise level is usually moderate.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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