



DATE	May 2012
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Building Official
 DEPARTMENT/DIVISION: Development Services/Building Inspection
 REPORTS TO: Director of Development Services

SUMMARY:

Responsible for managing all plan review, inspections, customer service functions and related staff in the Development Services department. Responsible for interpreting adopted codes, city ordinances and development requirements for the city and acts as final authority on all code related issues. Responsible for planning, setting policy and providing direction to staff in order to achieve departmental goals and objectives. Work is performed independently under administrative review.

ESSENTIAL JOB FUNCTIONS:

- Performs managerial activities in an effort to protect lives and safety of citizens through the enforcement of building, plumbing, mechanical, electrical, energy, fuel gas, general design standards, zoning, permitting, plan review, and sign codes.
- Acts as the final authority on code related issues.
- Supervises the staff of Building Inspection, which may include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making all hiring, termination, and disciplinary recommendations.
- Represents the city as liaison to the Property Standards Board and Board of Adjustment.
- Develops, implements and evaluates departmental policies, procedures, strategies and goals.
- Coordinates department-wide initiatives for the enhancement and improvement of service and program delivery.
- Ensures compliance with applicable Federal, State, and Local laws, rules and regulations.
- Evaluates and communicates the impact of legal or regulatory changes on the organization.
- Participates in regional code committees to facilitate regional construction standards.
- Serves as a liaison with employees and external organizations; represents the City at a variety of meetings, public events, training sessions, on committees, and/or other related events.
- Participates in coordinating the exchange of information within the organization, with external agencies, and with the public.
- Prepares reviews, interprets, and analyzes a variety of information, data, and reports and makes recommendations and presentations based on findings.
- Oversees the preparation and administration of departmental budgets, financial reports. Monitors revenues and expenditures. Reviews financial statements and manages financial operations.
- Monitors and maintains department inventory and orders required supplies, materials, and equipment to ensure efficient operations.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over all Building Inspection staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of leadership and management principles;
- Knowledge of public administration and governmental operations;
- Knowledge of basic accounting, budgeting and financial management principles;
- Knowledge of program development and administration principles and practices;
- Knowledge of public relations principles;
- Knowledge of applicable Federal, State and Local laws, rules, regulations, codes and/or statutes;
- Knowledge of policy and procedure development practices;
- Skilled in monitoring and evaluating employees, in prioritizing and assigning work;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in conducting research, analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations;
- Skilled in mediating and resolving conflict and building consensus;
- Skilled in preparing clear and concise reports, including oral, written and audio/visual forms;
- Skilled in speaking in public;
- Skilled in managing change and sensitive topics;
- Skilled in adapting to rapidly changing environments;
- Skilled in reading interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in maintaining sensitive and confidential information;
- Skilled in operating a computer and related software applications;
- Ability to communicate effectively both verbally and written.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in architecture, engineering, construction management, business or related field;
- Six years of progressively responsible experience managing plan review or inspections as a code official, including at least four years of management experience;
- Four years experience in managing a successful customer service environment;
- Certification as a Building Official through I.C.C.;
- Certification as a Plans Examiner through I.C.C. or ability to obtain within six months;

PREFERENCES:

- None

WORKING CONDITIONS:

- Frequent reaching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.
- Depending on area of assignment, may work in an outdoor environment, with potential exposure to adverse weather conditions.
- Depending on area of assignment, may occasionally work near moving mechanical parts.

- Depending on area of assignment, may occasionally be exposed to risk of electrical shock, vibration, fumes, and/or airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.