



CHIEF BUILDING OFFICIAL

Department: **Building** Class Code: **27**
Reports to: **Town Manager** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under the supervision and direction of the Town Manager and in cooperation with the Development Services Manager, Town Engineer and Customer Services Supervisor, oversees the permit application process, building inspections and Technical Codes enforcement related to the safety of buildings and structures within the Town.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

- Performs and or supervises commercial and residential building inspections, including but not limited to site reviews, soils, concrete, masonry, bracing, structural, framing, plumbing, electrical, mechanical, interior and exterior finishes, fire separation, ADA compliance and final inspections.
- Conducts and or supervises commercial and residential plan reviews; checks for legal access, setbacks, zoning, site limitations, fire exposure, soils, flood control, structural calculations, plumbing, electrical, mechanical, wall finishes, occupant load and types of construction; identifies phases of construction requiring third party inspections.
- Meets and coordinates with developers, design professionals, contractors and home owners to provide information regarding the Town's regulations and procedures related to Building Codes.
- Attends and participates in technical reviews and pre-construction meetings upon request;
- Acts as Building Code enforcement officer to investigate and pursue Building Code violations.
- Is responsible for issuing Notices of Violations and citations related to Building Code violations. Works and cooperates with the Town Prosecutor and court staff regarding prosecution of citations.
- Works with and supports Development Services, Planning and Public Works on all development projects, providing input, clarifying code requirements, providing permitting requirements and timelines.
- Works closely with the Customer Service Supervisor regarding building permits and inspections, changes and updates to forms, checklists, applications and other information applicable to the permitting process; recommends training; and offers support to administrative staff, when appropriate.
- Works with the Utilities Department to post structures as uninhabitable when they are disconnected from the sewer system.
- Evaluates all tests of soil bearing values and load tests of buildings and structures; maintains test records.
- Maintains Building Department records in compliance with Town policies.
- Reviews copies of welding certifications to ensure project welders are properly qualified to perform specific welds.
- Acts with integrity, professionalism, values and goals of the Town and observes all Town rules and regulations.
- Directs and participates in the development and administration of the Building department budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Responsible for the management of the Building department, supporting a team environment.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Associate degree in Construction Management or a closely related field and five years of experience in commercial/residential plan review and building inspection, including three years of supervisory experience, in construction, personnel management, office management, and plan review or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Certified Building Inspector.

Certified Building Official.

Possession of a valid driver's license.

Required Knowledge of:

- Relevant local, state and federal laws, codes and regulations affecting general plans, zoning, subdivisions and other related ordinances.
- All phases of construction and building systems.
- Building classifications and occupancy.
- Land use laws and regulations.
- Building and Town codes.
- Inspection principles and practices.
- Personnel management.
- Report preparation techniques.
- Municipal government.
- Uses and applications of computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, developers, contractors, various external organizations, manufacturers, design engineers, special inspectors and the general public.
- Manage personnel.
- Prepare and manage departmental budget.
- Understand and interpret building and Town codes.
- Read and understand blueprints and structural engineering plans.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment and outdoor work environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be exposed to motorized heavy equipment and vehicles; may be exposed to extreme weather conditions. May be exposed to hazardous chemicals. May be exposed to infectious diseases. May be required to work within confined spaces. May be required to climb ladders.

JOB DESCRIPTION

Chief Building Official

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		9/2016	Chief Building Official	27	Non-Exempt	

APPROVED: _____

DATE: _____