



CHIEF BUILDING OFFICIAL

Department: **Development Services** Class Code: **31**
Reports to: **Development Services Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision oversees review of all commercial and residential building plans for code compliance.

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. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs all phases of commercial and residential building inspections, including site reviews, soils, concrete, masonry, bracing, structural, framing, plumbing, electrical, mechanical, interior and exterior finishes, fire separation, ADA compliance and final inspections.
- Conducts commercial and residential plan reviews; checks for legal access, set-backs, zoning, site limitations, fire exposure, soils, flood control, structural calculations, plumbing, electrical, mechanical, wall finishes, occupant loads and types of construction; identifies phases of construction requiring third party inspections.
- Works with developers, design professionals, contractors and home owners; provides information; answers questions.
- Performs technical reviews and pre-construction meetings; meets with developers to inform them of applicable codes, requirements and limitations; meets with contractors prior to the beginning of major projects to discuss Town policies, inspection processes and offer support and education as requested.
- Polices the Town for illegally erected structures and other work performed without proper permitting; sends letters to owners or violators offering time to achieve compliance; works with the Town Prosecutor and court staff regarding citations.
- Provides oversight and direction for the Code Compliance Program.
- Works with the Utilities Department to post structures as uninhabitable that are disconnected from the sewer system due to nonpayment.
- Evaluates all tests of soil bearing values and load tests of buildings and structures; maintains test records.
- Coordinates with and provides support to the Customer Service Manager in maintaining the Town's software tracking program,
- Maintains records of special inspections.
- Reviews copies of welding certifications to ensure project welders are properly qualified to perform specific welds.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- 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, including three years of supervisory experience, in construction, code enforcement and plan review or an equivalent combination of education, training and experience.

JOB DESCRIPTION

Chief Building Official

Required Licenses or Certifications:

Certified Building Inspector.

Certified Building Official.

ICC Code Specialist Certification preferred but not required.

Possession of a valid driver's license.

Required Knowledge of:

- Pertinent 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.
- Building and Town codes.
- Inspection principles and practices.
- Trigonometry
- Report preparation techniques.
- Municipal government.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, various external organizations, manufacturers, design engineers, special inspectors and the general public.
- Understand and interpret building and Town codes.
- Read blueprints and plans.
- Operate a calculator.
- Understand requests for various information and determine the appropriate information format.
- 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.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office 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.

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	
		7/2019		27	Exempt	
		12/2019		28	Exempt	
		12/2022		31		

APPROVED: Human Resources

DATE: 12/2022