

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Building Official	<i>Pay Grade:</i>	EAP-13
<i>Department:</i>	Code Enforcement	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Code Enforcement	<i>Reports to Position:</i>	City Manager
<i>Effective Date:</i>	February 2, 2022		

JOB SUMMARY
<p>This position works under the supervision of the City Manager and is responsible for directing and supervising the functions of the Code Enforcement Division. This employee is also responsible for providing inspection service, administering and enforcing State and Municipal Codes and Laws relative to the design, construction, occupancy and use of building and premises.</p>

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES
<p>The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.</p> <ul style="list-style-type: none">• Plan, direct and coordinate State and Municipal Codes and Ordinances relating to the design, construction and use of building, zoning, plumbing, gas, electrical and minimum house requirements• Administer municipal licensing requirements for plumbing, electrical and general contractors• Examine plans and specifications for new or existing structures for code and zoning adjustments• Participate in hearing and serve as a consultant to municipal officials and boards in matter effecting the Building Department• Coordinate with all involved City departments for successful completion of necessary inspections prior to issuance of a Certificate of Occupancy or Certification of Completion

- Oversee the condemnation process from inception through payment of demolition and coordinate with necessary departments for filing a lien for demolition costs against the property tax
- Research and apply for applicable grants through the Community Block Develop Grant (CDBG) or other entities to assist with removal of substandard structures or revitalization of structures
- Evaluate personnel performance, make recommendations for promotions, hiring and disciplining and terminating personnel as necessary
- Maintain official municipal zoning maps and records of action taken under zoning and ordinances
- Participate in hearing, represent the City in the International Code Council and state organizations in reviewing codes and ordinances and make recommendations for changes or revisions
- Keep abreast of technological advances in the inspection and maintenance field and prepare technical and special reports
- Prepare and monitor annual department budget

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

- High School Diploma or GED required

Experience

- Ten years working as an architect, engineer, building inspector, building contractor or superintendent of building construction

Licenses or Certification Required

- Certification by the International Code Council as a Certified Building Official
- Completion of recognized law enforcement academy and certification as a peace officer within eighteen months of employment

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- The use, operation and capabilities of office equipment
- Database, inspection and word processing software

Ability to:

- Read and comprehend regulations, guidelines, codes and ordinances
- Write with proper grammar, style, syntax and spelling
- Verbally communicate to interpret policies and procedures, inform the public and converse with personnel
- Perform mathematical calculations
- To establish and maintain effective working relationships with department staff and the general public
- Work in a constant state of alertness and in a safe manner

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will be both indoors and outdoors

Physical Demands: See accompanying page for details

Key Working Relationships: Code Enforcement Personnel, City Manager, Developers, Contractors, Area Businesses, Citizens, Fire Inspections/Investigations Personnel, Engineering Personnel, Planning/Economic Development Personnel

APPROVAL/ACKNOWLEDGEMENT

_____	<u>Building Official</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – BUILDING OFFICIAL

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders		X		
Reach Below Shoulders		X		
Repetitive Arm Use	X			
Repetitive Wrist Use	X			
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle			X	
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)			X	

WORK WITH/NEAR				
Machinery	X			
Electricity			X	
Power Tools			X	
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Extreme Heat			X	
Extreme Cold			X	
Dusty			X	
Excessive Noise		X		
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	6
Stand	2	4
Walk	2	4

Additional Considerations (including clarification of any of the above)