

# Chief Building Official

DEPT: Community Development  
DIV: Building & Permitting  
DATE: July 2016

FLSA: Non-Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Serves as the Building Inspection Division Manager. Performs a variety of **lead worker, code-professional and technical duties** as needed to plan, organize, direct and coordinate the daily operation of the building inspection function; assures compliance with City, county, state and/or federal uniform building, electrical, plumbing, mechanical codes and ordinances. Performs inspections on residential, commercial and industrial buildings and Participates in zoning administration. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

## SUPERVISION EXERCISED

Provides general supervision to the Assistant Building Official, Plans Examiner, Lead Building Inspector and Building Inspectors II and I, and Administrative Assistant.

## ESSENTIAL FUNCTIONS

Performs as the City's Chief Building Official as described in various codes and regulations and ordinances; manages, plans and organizes the overall activity of the building inspection division; coordinates the day to day administrative requirements of the division; coordinates scheduling of inspections in all phases of construction, alterations and repairs to assure adherence to Uniform Codes, plans, and specifications.

Participates in the departmental decision making processes; develops, implements, evaluates and revises division policies, practices, priorities, methods and procedures in order to improve uniformity, fairness, accuracy and efficiency of code interpretations and enforcement.

Assists in preparing budgets; and monitoring fiscal activity to assure conformity with established budget constraints.

Directs staff assignments and monitors work quality, assures standards of performance; prepares product research reports.

Assists in developing, initiating, coordinating and delivering training programs, seminars, etc., to staff, contractors, architects, builders, engineers and code officials as needed to upgrade professionalism and assure quality and efficiency in the construction review and inspection process.

Mediates code interpretation and enforcement disputes with architects, developers and builders; negotiates alternatives within provisions of the applicable codes; coordinates Board of Adjustment proceedings as needed; attends various board and public meetings as needed to communicate division activity and to advise on issues affecting building activities within the City.

Conducts pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements; coordinates review and planning activities with City/County fire marshal.

Investigates alleged code violations; determines whether a violation exist; informs building owner/worker of violations in building construction; serves correction notices, stop work notices as needed; works closely with City attorney in insuring compliance with the law and observance of safety regulations;; prepares certification of the inspection; follows through on abatement of particular houses as it relates to zoning and building regulations; examines burned buildings upon request to determine structural safety for occupancy or reuse.

Determines building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law; responds to requests for permits and issues the same.

Maintains files on buildings under construction, inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the City and building owners, developers, contractors, etc.

Coordinates division research activities; reviews professional reports and journals to determine changes and trends in the industry; recommends alternatives in policies, standards, ordinances and regulatory activities based upon findings.

Performs complex and detailed plan checks of major projects; researches and reviews proposed building plans to assure compliance with City ordinances, uniform building and safety codes; refers plans to other agencies for further research as necessary.

Performs or oversees the more technical and comprehensive inspections of residential, industrial or commercial building and construction activities within the City; may routinely inspect building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, etc.; may also inspect grading, curbs, gutters, backfill, sidewalks, driveways and other site improvements; may monitor zoning compliance.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED, plus, Two (2) years of specialized training in building methods and practices related to commercial, industrial and residential structures provided through technical college, professional workshops or university studies;

AND

- B. Eight (8) years of responsible experience performing above or related duties; two (2) years of which must have been in a gradually increasing level of responsibility.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; legal system and procedures for initiating sanctions for code violations; basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances; political, legal and governmental processes affecting various building programs and project management; safety, fire, uniform abatement of dangerous buildings, mechanical, plumbing, electrical, and energy conservation codes; modern construction methods, practices, materials, tools and equipment; blue prints and related specifications; interpersonal communication skills. **Working knowledge of** work flow management.

**Considerable Skill** in the art of diplomacy and cooperative problem solving. Skill at the journey level in one or more of the construction disciplines (i.e., building, electrical, plumbing, mechanical, etc.).

**Ability to** interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must be ICC Certified Inspector in both residential and commercial specializations, including: plan review, plumbing, electrical, mechanical, and building. Must be or become a Certified Building Official (ICC). Must possess and maintain a valid Utah Driver's license.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks require considerable time on project sites exposing the incumbent to a wide spectrum of weather conditions. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)