



CHIEF BUILDING OFFICIAL

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, manages the administrative and operational duties of the Building Safety Division. Renders interpretations of the Town Administrative Building Code and adopted Technical Codes. Adopts and sets policies and procedures for the Building Safety Division, appoints and supervises technical officers, inspectors, plan examiners, code enforcement officers, and other employees with the concurrence of the Community Development Director. Responsible for implementing all Town activities related to setting and ensuring compliance with building standards including plan check, inspections and correction of hazards; to supervise and perform the more difficult inspections; and to approve plans and specifications, as necessary.

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.*

- Plans, organizes, coordinates and supervises the operations of the building inspection work group, including customer service, plan review, building inspection, and code enforcement; provides direction and guidance in technical processes and procedures; manages and trains professional and support staff; assigns and coordinates tasks and projects; reviews staff work for conformance with Town codes and Department standards; coordinates with Community Development Director on plan reviews, building code administration, and enforcement issues.
- Inspects commercial and residential building construction and all building trades activities conducted under permits issued by the Town; assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on commercial and residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Makes presentations to Town Council, Commissions and other groups; explains Division policies to the public, developers and builders.
- Prepares and administers the Division budget.
- Develops and implements Division goals, objectives, policies, procedures, and priorities.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises inspectors, plans examiners and administrative staff.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND five year's building trades and inspection experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Applicable International Code Council (ICC) certifications; must be certified as a Building Official, Commercial & Residential Inspector and Plans Examiner; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Federal, state and local building, housing and safety laws, rules, ordinances, codes and regulations.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- Uniform Building and Fire Codes, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with frequent visits to construction sites.
- Administrative work is performed in a standard office environment with normal office noise.
- Physical demands may include sitting for extended periods of time, typing and occasional lifting of objects between 25-50 lbs.
- Field work requires frequent visits to construction sites with possible safety hazards.
- Physical demands may include climbing, balancing, stooping, kneeling, crouching or crawling.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 71