

**JOB DESCRIPTION**

**JOB TITLE:** Building Official

**JOB NO:** MG018222

**JOB FAMILY:** Managerial

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**GENERAL SUMMARY**

To direct, manage, supervise, and coordinate the programs and activities of the Building Inspection and Environmental Code Divisions within the Code Compliance Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Code Compliance Director.

**SUPERVISION**

General supervision is provided by the Director of Community Development. Responsible for supervision of the Environmental Code Supervisor, Building Inspection Field Supervisor, and Plans Examiner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Assume management responsibility for all services and activities of the Building Inspection and Environmental Code Divisions including administering, interpreting and enforcing City building and environmental codes, ordinances and regulations.
3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Community Development Director; implement improvements.
5. Select, train, motivate and evaluate Environmental Code and Building Inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
6. Plan, direct, coordinate, and review the work plan for the Building Inspection and Environmental Code Divisions; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
7. Manage and participate in the development and administration of the Building Inspection and Environmental Code annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
8. Serve as liaison for the Building Inspection and Environmental Code Divisions with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

9. Coordinate development meetings for contractors; provide pre-construction guidelines and information.
10. Review development codes with architects, engineers and developers; coordinate the permit process between developers and other City departments and divisions; respond to questions; mediate and resolve conflicts and complaints.
11. Provide responsible staff assistance to the Community Development Director; prepare and present staff reports and other necessary correspondence.
12. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to building inspection and environmental code programs, policies, and procedures as appropriate.
13. Prepare statistical reports on operations and activities including budget program measurements.
14. Review and update building and environmental codes to ensure constitutional compliance with state and federal laws; stay abreast of new and amended state and federal codes and ordinances; participate in code development meetings with various municipalities to adopt uniform code requirements.
15. Issue citations and testify in court as necessary for Building Inspection and Environmental Code Divisions.
16. Serve as staff liaison to a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection and environmental code inspection.
17. Manage, direct, and coordinate the work of field personnel.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints concerning Building Inspection and Environmental Code Divisions and coordinate resolution with other City divisions and departments.
19. Direct, administer and coordinate the demolition program; ensure all procedures are within legal guidelines.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Oversee the maintenance and servicing of Building Inspection and Environmental Code divisional vehicles.
2. Directly supervise the operations and activities of damage assessment personnel; accompany staff on field inspections.
3. Prepare reports and logs in support of inspection control; monitor and obtain information from computerized database; input various types of data in support of building inspections function.
4. Manage, supervise, and review proposed plans to assure they meet all adopted codes and City ordinances.
5. Perform other duties as assigned.

#### **MINIMUM JOB REQUIREMENTS**

##### **EDUCATION:**

Bachelor's degree from an accredited college or university with major coursework in engineering, architecture or other related field.

## **EXPERIENCE:**

Five years of increasingly responsible experience in building inspection and code enforcement including three years of supervisory or administrative responsibility.

## **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

Certified Building Official certification or ability to obtain in one year; possession of a State of Texas Plumbing Inspectors License; and certification as a Registered Code Enforcement Officer issued by the State of Texas or ability to obtain in one year.

## **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;  
3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Operational characteristics, services and activities of a building inspection or code enforcement program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Advanced principles, practices and techniques of building construction and code inspection.

Structural engineering concepts and practices.

Plumbing, mechanical, electrical, building and nuisance codes.

Safety standards and methods of building construction for commercial, industrial and residential buildings.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations as applied to environmental code and building inspection.

Modern office procedures, practices, methods and equipment including computers.

Inspection laws including management, retention and disclosure information.

### **Skill in:**

Relating to City staff, elected officials, business and association executives and the general public.

Detecting code violations.

Developing budgets and financial reports.

Analyzing building plans and existing structures for code compliance.

Handling difficult situations with contractors, inspectors, and citizens.

**Ability to:**

Manage, direct and coordinate the work of management, supervisory, professional, and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Building Inspection and Environmental Code Divisions.

Recommend and implement goals, objectives, and practices for providing effective and efficient building inspection and code compliance services.

Read and interpret complex building plans, specifications and building codes.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Identify problems and evaluate needs using environmental and health indices and statistics.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*
- *reaching above the shoulder, pushing/pulling objects and working out-of-doors in all weather conditions.*

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Director of Human Resources

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Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: July 1999**

**REVISION DATE: July 2002; December 2002**