**JOB DESCRIPTION**

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| **Job Title:**  Building Official | **EMPLOYMENT STATUS** | |
| **Department:**  Development Services | **Regular X** | **Temporary** |
| **Grade: 8**  **Salary: $62,598 -$87,637** | **Full-Time X** | **Part-Time** |
| **Reports To:**  Development Services Director | **Exempt** | **Non-exempt X** |

**JOB SUMMARY:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

The Building Official will work under the general supervision of the Assistant City Manager, perform the duties of reviewing plans; issuing permits; performing building, electrical, plumbing, mechanical inspections. The incumbent also will work with developers in moving development projects forward, as well as work with structures that exhibit significant building and or property maintenance code violations to ensure the properties become compliance. The incumbent also will review the existing regulations and make recommendations to amend the existing regulations to bring the City Ordinances into today’s environment.

**ESSENTIAL FUNCTIONS:**

* Provide superior customer services to internal and external customers by responding to requests in a timely and professional manner.
* Enforcing all city codes, including building and zoning codes, regulations and ordinances by inspecting commercial and residential buildings, examining plans and specifications, ensuring all city standards are met, entering data into computer, preparing reports and studying and researching new requirements.
* Perform onsite building inspections for safety, code, and ordinance compliance with building, electrical, plumbing, mechanical, zoning, erosion, and sign code requirements.
* Perform independent plan review to ensure proposed structures/building meeting the adopted building, plumbing, electrical and mechanical, as well as fire codes
* Perform a variety of inspections during the construction process to ensure the construction work meets the approved plans and adopted codes.
* Provide advise to the City Administration dealing with noncompliance issues as to what is the optimal approach to bring the noncompliance into conformance.
* Provide technical assistance to building contractors, developers, and homeowners.
* Oversee daily inspection, enforcement, permitting and evaluation operations including customer service, building inspections, plan review, building permit issuance, and code and ordinance enforcement in residential, commercial and subdivision developments.
* Work with Code Enforcement officers dealing with dilapidated structures to bring those structures into compliance.
* Maintain accurate reports by interpreting plans and diagrams, figuring floor load and roof calculations, detecting code non-compliance, directing owners, contracts and developers toward compliance, making permanent records and reports and completing inspection compliance notification.
* Maintains inspections and code enforcement records and files and computer database.
* Inspect new, existing, alternation, and additions to residences, business, commercial and other buildings and structures for conformance with safety and other requirements of national, state and local codes.
* Conduct reviews and interprets construction plans and blueprints ranging from small residential fence projects to multi-story buildings.
* Perform Certificate of Occupancy, Fire Inspection and issue appropriate findings.
* Compile data and assist in preparation of department’s monthly reports and attends regular City Council meetings on a as needed basis.
* Must perform all duties ethically and make decisions that are fair and equitable.
* Other Duties as assigned.

BASIC FUNCTION:

* Plan reviews, building inspections,
* Monitor and enforces codes and ordinances related to life safety issues of the public,
* Answer and direct phone calls.
* Perform other duties as assigned.

ESSENTIAL WORK HABIT**:**

• Regular and consistent attendance in a workplace environment.

* Travel to construction sites, meetings, conferences, and training.

**QUALIFICATIONS**

**Experience, Knowledge, and Skills Required**

**Knowledge of:**

* Extensive experience in building inspections.
* Knowledge of commercial and residential building, electrical, plumbing, mechanical and inspection safety rules, regulations, codes, and ordinances.
* Knowledge of building construction material specifications and tolerances.
* Knowledge of building code enforcement practices and procedures.
* knowledge of computers and related equipment, hardware, and software.
* Experience in building plan review and review specifications,
* Effective public relations practices
* Methods and techniques of business correspondence and technical preparation
* Modern office procedures, methods, and equipment including but not limited to computer, scanners, cameras, copiers and any other equipment that will be directly related to field activities.
* Skill in providing technical code enforcement and building inspection assistance to builders, contractors, developers, and homeowners.
* Skill in recognizing substandard, faulty, or hazardous building conditions and materials.
* Skill in recommending alternative construction materials to meet building code compliance.
* Skill in interpreting and enforcing building codes and ordinances.
* Skill in resolving customer complaints and concerns.

**Ability to:**

* Response to inquiries, complaints, and request for service in a fair, tactful, and firm manner
* Maintain logs, records, and files
* Work independently in the absence of supervision
* Read and interpret legal documents and descriptions

**MINIMUM REQUIRES FOR EMPLOYMENT**

EDUCATION, EXPERIENCE, AND CERTIFICATION

* + Must possess at least two State Certifications or licenses as an inspector (Plumbing required) ICC certification preferred.
  + Valid TX Driver’s License
  + High School Diploma or G.E.D, some college preferred.
  + Must pass a pre-employment drug screen and criminal background investigation
  + Must demonstrate proficiency in both oral and written communication with accurate spelling and data entry
  + Ability to prepare records, reports and other documents neatly and accurately
  + Operate standard office equipment including copier and fax
  + Knowledge of Microsoft Office

Physical Requirements:

* Ability to move about an office or building, and construction site. Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside the City.
* Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer, telephone and related equipment.
* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
* Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment. (Standing/walking, sitting, lifting/carrying, pushing/pulling, reaching and bending).

**NOTHING CONTAINED IN THIS JOB DESCRIPTION OR ANY OTHER MATERIALS OR INFORMATION DISTRIBUTED BY THE CITY OF BEEVILLE CREATES A CONTRACT OF EMPLOYMENT BETWEEN AN EMPLOYEE AND THE CITY.**

**SIGNATURES AND DATES**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.*

I have read and understand this job description and acknowledge that I am able to complete the

Essential function of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature Date

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Supervisor Signature Date

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Human Resources Date