

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Building Official**

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| BAND | SALARY GRADE | |
| D | 218 | |
| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
| Development Services | Development Services Director | Exempt |
| REVISION DATE: July 2005 | | |

GENERAL PURPOSE

Coordinates, plans and supervises the Building Inspection Division; performs complex professional work by interpreting and enforcing building codes and ordinances and directing the technical inspection work of the division; interpret and carry out programs and objectives and allocate resources.

SUPERVISION RECEIVED

Works under the broad guidance and supervision of the Development Director.

SUPERVISION EXERCISED

Exercises supervision over building inspectors, support staff, and other part-time or temporary staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides technical building code advice, enforces building codes, and communicates official programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Maintains harmony among workers and resolves grievances;

Prepares a variety of studies, reports and related information for decision-making purposes.

Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.

Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.

PERIPHERAL DUTIES

Serves as an ex-officio member of the Board of Appeals, maintaining written transcripts of all meetings, facilitating meetings, providing required information, etc.

Performs the duties of a plans examiner or inspector, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in building technology, construction management, or public administration, and;
- (B) Four (4) years of progressively responsible supervisory experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of uniform building codes and electrical codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry; considerable knowledge in electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge of all related building codes, zoning and land use applications.
- (B) Skill in the operation of the listed equipment.
- (C) Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; ability to read and understand complicated plans and blueprints; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- (A) A valid Arizona State Driver's license, or ability to obtain one by start of employment.
- (B) I.C.C. certification as a Building Official.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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 employer and requirements of the job change.