



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Building Official</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Director, Resource Management</u>	FLSA: <u>Exempt</u>	DATE: <u>05/2023</u>
DEPARTMENT: <u>Resource Management</u>	JOB CODE: <u>206</u>	

SUMMARY:

Responsible for professional, administrative, and supervisory work regarding the day-to-day operation of the building inspection, plan check, and building permit issuance program in the County’s unincorporated area and contracted municipalities. Oversees building inspection staff. Assumes all responsibilities of the Building Official in their absence and as assigned. Serves as division liaison to the Building Code Commission. Functions in tandem with the Senior Planner as acting Department Director as required.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Coordinates and is responsible for the training, professional development, and performance management of all assigned staff. Assists in hiring and evaluation of staff and recommends disciplinary action as needed. Manages the plan check and building inspection activities of assigned department staff. Provides management support for the permit processing, building plan review, and building inspection functions of the department. Works with the Building Official to develop systems, procedures, forms, and policies to facilitate operations.

Provides leadership and direction to division staff; monitors and ensures maintenance of staff certifications. Develops, implements, and monitors performance measures and standards for quality assurance purposes. Monitors, maintains, and supervises staff safety plans.

Reviews technical bulletins and publications for code revisions. Advises department of code requirements and assists in preparing and reviewing various codes and code amendments including staff reports and committee presentations. Assists the Building Official in developing department policies and procedures and maintains the division reference library. Prepares periodic reports of construction and inspection activities; maintains vehicle records

and schedules maintenance of vehicles; advises and serves as liaison to Building Code Commission and Building Code Board of Appeals; serves as liaison with Fire Marshalls.

Develops and coordinates training programs for staff, industry groups, and citizens. Acts as a technical resource for staff, industry groups, and citizens. Coordinates with other divisions, departments, and outside agencies to resolve issues and enhance customer service. Confers with engineers, architects, and manufacturers as necessary. Assists builders and the general public with completion of building permit applications.

Conducts inspections to ensure building systems and components meet provisions of building and safety codes, approved plans, specifications, and standards, grading, zoning, and public health codes. Assists building inspectors in plan review, code interpretation and resolution of technical and administrative problems. May perform the daily functions of a building inspector as necessary due to staff shortages or absences.

May provide construction management services for County building projects.

KNOWLEDGE AND SKILL:

1. Expert knowledge of equipment, facilities, materials, methods, and procedures used in commercial and residential construction.
2. Expert knowledge of the full range of codes and ordinances pertaining to building, plumbing, mobile homes, electrical and mechanical installation activities (International Code Council codes).
3. Advanced knowledge of OSHA regulations and of safety procedures.
4. Advanced skill in the utilization of appropriate interpersonal and conflict resolution skills to resolve complaints and violations in a professional manner and to effectively gain cooperation and compliance.
5. Expert skill in planning scheduling and reviewing inspections, assign, evaluate and supervise the work of technical and administrative staff.
6. Expert skill in communicating with managers and employees to diagnose problems, coordinate work, and respond to department's needs.
7. Expert skill in reading and interpreting building plans and related documents.
8. Advanced skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
9. Obtain ICC Certified Building Official within 18-months of employment and must continually maintain certification.

PHYSICAL DEMANDS:

The majority of work is performed in a general office setting and outside. Position-holder must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Must have clarity of vision at 20 feet or more, 20 inches or less, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. May be required to work in hazardous traffic conditions or high/dangerous places.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT grasping to manipulate objects; side-to-side turning of neck; walking, standing, bending, stooping, kneeling, and reaching; heavy lifting of up to 75 lbs. when moving objects or equipment and transporting distances up to 50 yards; pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; driving. OCCASIONAL reaching above and at shoulder height.

WORK ENVIRONMENT:

This job operates in a variety of settings that include: a professional office, construction sites, and outside locations. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, filing cabinets, and fax machines. May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, airborne particles/fumes, moving mechanical parts, very loud noise levels, or potentially hazardous materials. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public and members of other entities. May be required to work additional hours outside of a normal business day.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Building, Architecture, Construction Management or Engineering; three years of supervisory experience in technical review, permit coordination, code enforcement, or inspection; or equivalent combination of education and experience. Certified Building Official preferred upon hire; or must obtain within 18-months of employment. Must have a valid driver's license with an insurable driving record and be able to drive a county vehicle.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.