

POSITION DESCRIPTION



CLASS TITLE:	Building Official	DATE COMPLETED:	2018
FUNCTIONAL TITLE:	Building Official	FLSA STATUS:	E
DEPARTMENT:	Planning & Zoning	CLASS NUMBER:	13
IMMEDIATE SUPERVISOR:	Director of Planning & Development	JOB CODE:	0181

JOB FUNCTION:

The Building Official is responsible for coordinating the activities and operations of the building inspection, code enforcement and floodplain management functions of the City. Performs skilled inspection/technical work to determine building code compliance and enforces established ordinances governing land use. Works under the general supervision of the Director of Planning and Zoning; exercises considerable independent judgment. Frequently in contact with property owners, contractors, etc., necessitating use of tact and diplomacy.

ESSENTIAL JOB FUNCTIONS:

1. Performs on-site inspections of structural, foundation, plumbing, electrical, and mechanical systems on residential and commercial projects to determine building code compliance
2. Enforces all laws relating to the construction, alteration, removal, demolition, raising or lowering equipment, use and occupancy, location and maintenance of buildings and structures including electrical, plumbing, air conditioning, heat and details thereto, together with elevator, signs, billboards, marquees and awnings and any and all other separate ordinances wherein he/she is charged with the enforcement authority and responsibility
3. Enforces compliance with the law to remove illegal or unsafe conditions and to secure the necessary safeguard during construction
4. Engages in the enforcement of codes and ordinances relative to permit and licensing requirements.
5. Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance
6. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing
7. Conducts in depth plan reviews of all projects submitted for permitting and prepares a written review of plans submitted to correspond with architect/engineer of record.
8. Maintains daily records of inspection, plans review activities, documents customer service issues and resolutions, and completes related reports
9. Coordinates inspections with all other inspectors such as the electrical, plumbing and mechanical to ensure project completion
10. Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
11. Prepares documentation, photographs, and other evidence necessary for court action when violations are pursued for compliance
12. Functions as the Floodplain Administrator, as specified in the FEMA Flood Damage Protection Regulations
13. Functions as the Community Ratings Service Administrator, according to Flood Plain policy of the City

14. Issues violation letters, citations and, testifies in court as necessary for the building inspection, code enforcement and floodplain management functions of the City
15. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs
16. Serves as liaison for building inspection, code enforcement and floodplain management issues with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues
17. Performs other duties as required

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

- A high school diploma or GED equivalent, and
- Bachelor's degree from an accredited college or university with major coursework in engineering, architecture, public administration or other related field, and
- Four years of increasingly responsible experience in building inspection, code enforcement and floodplain management, and
- Certified Building Official certification from the International Code Council (ICC), and
- Certification as a Registered Building Official issued by the Louisiana State Uniform Construction Code Council (LSUCCC) or the ability to obtain within six months of employment or promotion, and
- Certification as a Certified Floodplain Manager (CFM) issued by the Association of State Floodplain Managers (ASFPM) or will obtain certification within twelve months of beginning employment, or
- Any equivalent combination of education and progressively responsible experience with related work experience substituting for the required education on a year for year basis.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of organizational and management practices as applied to the analysis and evaluations of programs, policies and operational needs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of modern office procedures, practices, methods and equipment including computers.
- Knowledge of inspection laws including management, records retention and disclosure information.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to 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.
- Problem Solving and Discernment: Ability to use rigorous logic and methods to solve problems with effective solutions.
- Systems and Tools Acumen: Proficiency in Microsoft Office applications and aptitude to learn technical software quickly.
- Possess strong organizational and time management skills.
- Demonstrate strong active listening and communication skills, both written and oral.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demand 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 qualified 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 and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

- Ability to read and interpret a document if required to perform the essential job functions.
- Ability to walk, sit, talk, and hear.
- Ability to use hands to finger, handle or operate objects, tools, or controls.
- Ability to reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to occasionally stand, climb or balance, stoop, kneel, crouch, or crawl.
- Ability to lift/move/carry approximately 20 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department/division an “undue hardship” then the employee must be accommodated; hence omitting lifting/moving/carrying as a physical requirement.

WORK ENVIRONMENT:

While 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The duties listed in this document 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.

APPROVAL:

CLASS TITLE:	Building Official	
FUNCTIONAL TITLE:	Building Official	
DEPARTMENT:	Planning & Zoning	
Department Director		Human Resources Director

Position Approved by Ordinance No. 93-7 (5/13/1993)
Position Revised by Ordinance No.16-13 (10/19/2016)
Position Updated by Ordinance No. _____