



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Building Official	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Community Development	<b>GRADE:</b>	M2
<b>REPORTS TO:</b>	Community Development Director	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for managing, coordinating and directing a comprehensive program to ensure that building and construction is in compliance with building codes and County ordinances; provides expert professional assistance to County management staff in areas of expertise.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the division; prepares and administers the division's budget.
- Oversees all programs related to plan review, permit issuance and inspection of buildings, structures, and associated on-site development activities.
- Serves as the County's Building Official; reviews, develops amendments to and recommends safety and construction codes to meet the needs of the County.
- Confers with legal staff, development community, Appeals Board and Board members regarding possible code changes; directs the drafting of code changes, ordinances and regulations regarding building construction issues.
- Confers with and represents the County in meetings with architects, engineers, developers, property owners, and various groups and associations regarding codes, regulations and standards.
- Reviews reports and recommendations prepared by staff.
- Chairs and participates in a variety of project development meetings; serves on committees and task forces with County-wide implications and conducts and oversees special assignments and projects from the Director.
- Performs building inspections and plans examinations as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## BUILDING OFFICIAL

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School diploma/GED; AND successful completion of an apprenticeship or technical program; AND four (4) years of building inspection experience, two (2) years of which were in a supervisory role; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Codes, ordinances, policies and procedures related to a complex plan review, building permitting and building inspection function.
- Principles, practices and materials related to construction and development of commercial, industrial and residential development.
- Developing technologies in the building construction field.
- Applicable federal, state and local laws and regulations.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:

- Supervising programs, projects and staff.
- Training others in policies and procedures related to the work and providing for their professional development.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a complex program of building code enforcement and development enhancement.
- Interpreting, applying and explaining complex codes, ordinances and regulations related to the areas of responsibility.
- Using initiative and independent judgment within general policy guidelines.
- Overseeing and performing complex problem definition and resolution activities.
- Setting priorities, coordinating multiple activities and meeting critical deadlines; reading and interpreting plans, specifications and contracts.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.



## BUILDING OFFICIAL

Skill in: (continued)

- Reading and interpreting manuals, specifications, drawings and blueprints.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.
- Valid ICC or other national recognized certification as a Certified Building Official within six (6) months of date of employment.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and field construction settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors. Work is subject to performance in a detention facility.