

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Chief Building Official

**Department:** Community Development

**Pay Grade:** 516

**FLSA Status:** Exempt

**Job Code:** C601

#### JOB SUMMARY

The purpose of this classification is to perform professional work at the managerial level overseeing the building plan review, permitting, and inspection services of the Building Division within the Community Development Department. Administers and enforces State and local codes to regulate the building construction industry by establishing, updating, maintaining, and implementing procedures for permitting, inspections and closeout of building projects in the City.

#### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; provides recommendations concerning new hires, transfers, promotions, disciplinary action, discharge, and salary administration.
- Manages and guides the plan review, permitting and inspection function of building permit and inspection services of the Building Division; develops and establishes policies and procedures governing the plans review, permit issuance and inspection process; renders interpretation of codes; directs and performs building and construction inspections.
- Manages the implementation and enforcement of applicable City, State and Federal ordinances and laws related to building construction.
- Oversees the permitting process by issuing building permits and answering related questions; prepares reports; issues certificates of occupancy.
- Reviews and analyzes various reports, forms and documents; reviews construction documents for compliance with building, plumbing, electrical, mechanical, life safety, fire and accessibility codes; reviews engineering reports to approve for construction; analyzes concrete lab reports to determine strength of materials; reviews materials list to determine

appropriate use of materials; reads roof and floor system truss reports to determine appropriate installation and bracing.

- Performs administrative tasks to support the daily operations of the department and division.
- Conducts technical reviews of building and construction documents, plans, and related information; directs and performs plans reviews; analyzes information to determine condemnation of property; provides assistance with planning and zoning and engineering reviews; reviews technical reports for compliance.
- Attends various meetings as needed, including but not limited to Historic Preservation Commission and Design Review Board, to provide information and recommendations and gather information; attends pre-application review meetings; conducts Construction Board of Adjustment and Appeal (CBAA) meetings; consults with architects and engineers; meets with contractors to provide information and resolve problems.
- Interacts and communicates with various groups and individuals, by email, phone, and in person meetings, to provide information and resolve conflict.
- Receives, investigates and responds to complaints; notifies code enforcement staff of violations warranting citations; coordinates activities with other departments and County representatives; confers with attorneys concerning legal issues.
- Develops, implements, and manages the division budget; monitors expenditures to ensure compliance with budgetary guidelines.
- Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.
- Operates City motor vehicle in performance of duties.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or general education degree supplemented by college level course work in building inspection, architecture, construction technology, civil engineering or a related field. A Bachelor's degree is desirable. Five years of increasingly responsible experience in building inspection/code compliance, including two years of administrative and supervisory responsibility; or the equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain certification as a Certified Building Official and certifications in Building Code, Plumbing Code, Mechanical Code, Electrical Code, Fuel Gas Code, Energy Conservation Code, and Accessibility Code.
- Possession of or the ability to obtain certification as building plan examiners, combination inspector, and property maintenance and housing inspector is required.
- Possession of or the ability to obtain Georgia Soil and Water Conservation Commission (GSWCC) Level 1A and 1B certification is preferred, but not required.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

**Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of the State of Georgia Building Codes, including Plumbing, Mechanical, , Gas, Electric Codes, Energy Conservation, Existing Building, Property Maintenance and Accessibility Codes.
- Knowledge of construction materials, practices and procedures; and have a high level of attention to detail on a daily basis to conduct thorough inspections ensuring code compliance.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over subordinates.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*