

Building Official Job Description 2017

Title: Building Official
Department: Community Development
Division: Building Safety
Reports To: City Planner
Grade: 26 \$66,637-\$96,623 annual

ABOUT US:

The City of Mission is one of twenty incorporated cities in Johnson County, Kansas. Developed as a first ring suburb of Kansas City in the mid 1940's and built-out over the next thirty years, Mission continues to see significant reinvestment in commercial and residential properties. Over the past five years building permit activity has averaged 350 permits issued per year with a valuation of \$15 million each year.

Our employees serve the needs of 10,000 residents in a 2.7 square mile area through six functional departments: Administration/Finance, Community Development, Municipal Court, Public Works, Parks and Recreation, and Police. This position replaces services previously procured under a contractual basis. The Building Official is responsible for administering and performing all aspects of the City's building safety program. We are seeking to add an individual to our team who reflects our values of professionalism, responsiveness, caring, forward thinking and adaptiveness.

ROLE SUMMARY:

Under the direction of the Community Development Director, this position is responsible for the day-to-day operation of the building safety program for the City of Mission. The Building Official performs commercial and residential plan reviews, field inspections and technical work in connection with the enforcement of ordinances and ICC Building Codes. In addition, the position may work to support the rental inspection program and sign code enforcement of the Neighborhood Services Division, Stormwater and Construction inspections of the Public Works Department, and city facility management for the Administration Department.

RATE OF PAY:

\$66,637-\$96,623 -Grade 26

JOB SUMMARY STATEMENT:

Administers, interprets, and enforces all construction and related codes as adopted by ordinance. Reviews and approves construction documents related to commercial and residential structures for compliance with City adopted building codes and other related ordinances related to building construction and life safety. Conducts field inspections to assure compliance with the approved plans, and with City-adopted building codes. Manages damage assessment operations related to disaster response and recovery. Responsible for issuance of

permits, inspection scheduling, collection of fees, preparation of reports, files, and division budget.

DUTIES AND RESPONSIBILITIES:

1. Administers, interprets, promulgates and enforces adopted regulatory codes and ordinances pertaining to the construction and maintenance of the built environment with the City.
2. Coordinates the overall building plan review process among internal and external reviewers and agencies required to approve projects. Coordinates the flow of communication to the applicant and manages the phasing and issuance of permits. Responsible for plan review and inspection processes and activities from permit application to issuance of final certificate of occupancy.
3. Reviews construction documents submitted for the purpose of securing a building permit to construct new commercial or residential structures, or to alter, repair, demolish or add on to existing structures. Evaluates and analyzes various life safety systems and components for compliance with the building code and the referenced national standards as adopted by the City. The code review is a multi-disciplined review for compliance with the building code which incorporates the International Building Code, International Residential code, the International Plumbing code, the National Electrical code, the International Energy code, The International Mechanical code, the International Fire code, and the Existing Building Code.
4. Reviews and analyzes architectural and/or engineering plans and specifications, engineering calculations, shop drawings, hydraulic calculations, research reports, special inspection reports and other technical data to assure compliance with Mission's adopted codes. Applies engineering principles and practices in the technical examination and analysis of wood, steel, concrete, and masonry structures and components. Makes independent decisions regarding compliance and alternate methods of design and construction.
5. Conducts inspections and witnesses various tests throughout the construction process in order to ensure compliance with the approved construction documents and City adopted codes on all permitted projects for new structures, or additions, alterations, repairs, or demolition of existing structures. Enforces erosion and sediment ordinance for construction sites. Serves as the lead person on joint inspections or investigations conducted with other divisions and departments including the fire district. Authorizes, the issuance of temporary certificate of occupancy, or final certificate of occupancy. Responsible for reviewing and approving special inspection reports.
6. Provides technical support to clerical staff for review and approval of permits issued over the counter and other permit applications. Provides telephone and walk-in assistance to public regarding code requirements and interpretations. Visually reviews plans to ensure compliance

with City adopted ordinances and codes. Performs code and engineering structural reviews of residential room additions, decks, porches, structural alterations, and residential accessory structures. Reviews plot plans and other plans of residential projects to ensure compliance with City-adopted ordinances and codes.

7. Meets with design professionals, developers, owners, and contractors in preliminary design meetings. Meetings generally entail a discussion of the permit process as well as a code review of preliminary plans or design concepts. Potential problems are identified. Advise as to possible approaches to gaining compliance with the codes or resolving related problems is put forth.

8. Meets with design professionals, developers, owners, and contractors in pre-construction meetings. Meetings include an explanation of City requirements and processes that are pertinent to the construction process.

9. Prepares staff analysis write-ups and makes presentations to the Code Board of Appeals for client appeals on code interpretations, alternate methods and applicability of the code.

10. Keeps abreast of changes to the building codes, new products, and code enforcement techniques.

11. Issues notices to comply on violations and issues "stop work" orders for work without permits or in an unsafe manner; maintains records, files and reports regarding inspection and plan review activities and findings for possible legal actions. Consults with city attorney regarding legal action, issues "Notices to Appear", and appears in municipal court and testifies at arraignment and trial.

12. Responds to concerns from citizens, contractors, staff or other interested parties pertaining to possible violations of the International Property Maintenance code, contractor licensing requirements, erosion and sediment control and various other requirements found in the building codes.

13. Carries a City Phone and responds to emergency call-outs. Assists in emergency operations, including property damage assessment and mutual aid as required.

14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

15. Develops, implements, and evaluates program of fee collection, permit issuance, and records maintenance for entire building & fire safety code function.

16. Develops, directs, and evaluates code development programs for the City, including but not limited to, writing city ordinances and policies related to building code requirements. Prepares and enforces such rules and regulations as required by legislative authority for the proper exercise of the division's' responsibilities.
17. Develops, implements, and evaluates customer service and public relation programs and exercises for the Building Safety Division. Is the lead public relations employee for the division when dealing with the media, professional groups, and the general public.
18. Designs and conducts public education program regarding importance of effective building code program.
19. Develops and monitors divisional budget for Building Safety Division. Prepares or directs preparation of all administrative regular or special reports. Coordinates activities with other departments, divisions, and outside agencies.
20. Represents the Building Safety Division at City Council, Planning Commission, Community Development Committee, special task force groups, Chamber of Commerce and citizens groups.
21. Represents the City during legal proceedings dealing with building safety codes i.e., litigation, depositions, municipal court, etc. Maintains documentary evidence on cases of non-compliance for use in court.
22. Conducts field investigations on high profile projects and incidents. Meets with professional engineers, architects, contractors, etc., concerning general technical code issues and specific projects.
23. Attends required continuing education classes to maintain current ICC Certifications/Licenses.

GENERAL QUALIFICATIONS EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:
High School or GED equivalent required, Bachelor's or Associate's degree in Architecture, Engineering, or Construction Science & Technology, or a related degree preferred.

Must possess certification or the ability to gain certification from the International Code Council as a Combination Inspector and residential plans examiner upon hire.

The ability to obtain certification from the International Code Council as a Combination Plans Examiner within 1-year of hire is preferred.

Other types of professional certifications demonstrating proficiency in the building codes may be reviewed for equivalency.

Possession of a valid driver's license. Must maintain an insurable driving record.

Preferred candidates will have experience in the following:

A technical background that enhances their project management, documentation and communication/customer service skills.

Municipal or local government.

EXPERIENCE:

Three years of experience as Multi-disciplined commercial and residential inspector or six years of equivalent experience. Experience should be working with all phases of modern construction practices and building codes.

1. One year of practical experience in the construction industry.
2. Good oral and written communication skills.
3. Good interpersonal skills.
4. Must have a working knowledge of personal computers and software applications such as word processing, database, and spreadsheet applications. Equivalent experience should be a combination of experience as a multi-disciplined inspector and plans examiner.

SKILLS:

1. Good oral and written communication skills
2. Excellent interpersonal skills.
3. Must have working knowledge of personal computers and software applications such as word processing, database, and spreadsheet applications.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal codes and regulations.
2. Ability to read and interpret building plans, specifications and building codes.
3. Ability to analyze complex problems and recommend possible solutions.
4. Ability to understand and explain engineering and construction principles
5. Ability to comprehend standard engineering practices.
6. Ability to exhibit tact and diplomacy when dealing with the public, builders and contractors
7. Ability to work/conduct inspections under distracting conditions.
8. Ability to handle multiple tasks
9. Ability to analyze safety situations.
10. Logical reasoning
11. Ability to train and guide others

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Mobility to conduct field inspections
3. Ability to distinguish colors.

4. Visual acuity to examine small parts.
5. Must be able to hear and communicate.
6. Physical ability to operate a variety of hand tools.
7. Ability to drive a City vehicle.
8. Hand and eye coordination adequate to input computer keyboard.
9. Visual acuity and stamina to review alpha/numeric data.
10. SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

ESSENTIAL FUNCTIONS

ACTIVITY DURATION DESCRIPTION

Standing Frequent even and uneven surfaces
 Walking Occ. - Constant even and uneven surfaces
 Sitting Frequent motor vehicle operation
 Driving Frequent motor vehicle operation; automatic transmission
 Bending Occasional inspection requirements
 Stooping Occasional inspection requirements
 Twisting Frequent computer operation in vehicle
 Kneeling Occasional inspection requirements
 Squatting Occasional inspection requirements
 Crawling not applicable
 Stairs Frequent multiple environments require use of stairs
 Ladders Occasional inspection requirements

LIFTING WEIGHT HEIGHT FREQUENCY DURATION DESCRIPTION

Computer 20 lbs. floor to waist occasional 2 / day one or two hand lift

CARRYING WEIGHT DISTANCE FREQUENCY DURATION DESCRIPTION

Computer 20 lbs. up to 500 ft. occasional 2 / day one or two hand carry

PUSHING FORCE FREQUENCY/DURATION DESCRIPTION

open / close doors minimal occasional

PULLING FORCE FREQUENCY/DURATION DESCRIPTION

open / close doors minimal occasional

REACHING DURATION DESCRIPTION

Above shoulder occasional required during inspection
 At shoulder level occasional required during inspection
 Below shoulder level occasional required during inspection / driving

FINE MOTOR DURATION DESCRIPTION

Gripping constant motor vehicle operation; misc. other requirements

Pinching constant motor vehicle operation; misc. other requirements

Wrist Flexion / Extension constant motor vehicle operation; misc. other requirements

Wrist Pronation / Supination Constant motor vehicle operation; misc. other requirements

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The City of Mission is an Equal Opportunity Employer.