



## **Chief Building Official (1095)**

**FLSA Status:** Exempt

**Pay Grade:** 24

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to plan and oversee the operations of the Building Inspections office, including enforcement of property maintenance codes and ordinances, building and fire plan review, and inspections, and to supervise personnel associated with these activities.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Reviews, approves, and inspects development proposals and building plans: reviews construction documents for conformance to local and state building and fire codes, ordinances, and technical construction requirements; oversees the issuance of stop work orders for non-permitted or non-compliant work.

Oversees County enforcement of building and property maintenance codes; works with County Attorney on enforcement action.

Receives and responds to inquiries from citizens, contractors, developers, other governmental agencies, and other County departments concerning building codes and related issues: provides information and answers questions; conducts code and regulation research; makes recommendations and provides advice regarding compliance; prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other materials related to building permits, code enforcement, certificates of occupancy, inspections, and violations.

Manages the Building Inspections Office: collaborates with county leadership to identify annual goals and objectives; supervises assigned staff; develops and implements procedures and streamlines processes to enhance operations; makes recommendations for budget; and monitors ongoing expenses.

Ensures operations adhere to legislative changes and industry best practices: monitors changes in codes and legislation, new building materials, construction methods and property maintenance; communicates with County leadership about recommended changes; drafts revisions and updates to codes, ordinances, and local regulations for County Manager's review.

Collaborates with and supports other Development Services functions: provides professional support to Planning and Zoning Commission, Board of Commissioners, and others; participates in Development Review Team meetings to review new development/redevelopment proposals; attends meetings with other outside agencies.

Performs other related duties as required.

### **Minimum Qualifications**

Associate Degree in Construction Management or a related field required; supplemented by five years of experience in building construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License and Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certifications: ICC Certified Building Official (Level III).

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the 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.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of 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).

**Sensory Requirements:** Some tasks 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.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, traffic hazards, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created September 2021