

Town of Payson
Job Description

Position Title: **Chief Building Official/Plan's Examiner**

FLSA Classification: **Exempt**

Pay Grade: **21**

Department: Community Development

Reports To: Community Development Director

Approved By: DRAFT

The person in this position is authorized and directed to enforce the provisions of the adopted codes, render interpretations of adopted policies and procedures in order to apply code provisions. Approves alternate materials and methods. Conducts Plan Reviews and is responsible for administration of the building codes. Inspects buildings to verify compliance with codes, drawings, and contracts. Supervises subordinate staff to ensure the building permitting process is effective and efficient. Major policy guidelines are determined by the Town Council and Town Manager's Office and are implemented by the Chief Building Official. Work is performed under the general direction of the Community Development Director and/or the Deputy Town Manager.

GENERAL PURPOSE

This position's primary duty is the management of the Building Division of the Community Development Department.

SUPERVISION EXERCISED

Responsible for the supervision of assigned Building Division personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops general policies in consultations with division staff for the operation or expansion of various programs and confers with the Community Development Director and/or the Deputy Town Manager's Office and other division/department heads concerning major policy activities;
- Develops and implements new systems to improve and simplify the development approval process;
- Assists the public by promptly answering technical code questions on the phone and at the front counter, explains plan review comments and code requirements, provides code interpretations, and otherwise assists applicants in meeting requirements as they proceed through the development review process. Responds to public concerns related to building safety. Investigates and resolves all complaints related to adopted building codes.
- Develops standards and procedures for the conduct of the division.
- Reviews proposed construction documents for conformance with model building (general, structural, electrical, fuel gas, mechanical and plumbing codes) as adopted or amended by the Town. Advises applicants of needed changes.
- Formulates division operating budget for the review and approval of the department head.
- Advises management on the establishment of personnel policy;
- Presents the division's policies and positions in meetings, negotiations and communications with the public, citizen and industry groups, the Town Manager, Mayor and Town Council, media and other public forums within assigned area of authority;
- Participates in formulation of department policies, goals and objectives as a member of the senior management team;
- Works to resolve problems and conflicts that surface during the development approval process among applicants, department staff, and other Town departments;
- Develops a professional staff with a high degree of competence and sound judgment in code enforcement;
- Gives advice to and cooperates with municipal officials, developers, and community organizations in connection with new or contemplated development projects;

- Confers and advises staff on issues relating to various code interpretations, plan review, permit issuance, inspections, and administrative matters such as fee collections;
- Reviews plans, reports, budget requests and estimates, and proposed ordinances and regulations;
- Analyzes and compiles technical and statistical information and prepares technical reports;
- Provides for the efficient operation of the Building Division;
- Exercise independent judgment in all technical matters relating to the enforcement of various building codes;
- Organize staff into efficient working units to perform tasks necessary to accomplish divisional functions;
- Establishes and implements procedures for operation of the Building Division;
- Provides assistance and information to the public regarding building matters through correspondence, interviews, presentation, reports and telephone calls;
- Prepares for the adoption, revision and new provisions of building codes.;
- Prepares the annual budget for the Building Division; administers the Building Division budget;
- Works with other Town departments to ensure proper implementation of building policies;
- Detects unauthorized building activities and takes appropriate steps to remedy;
- Serves as the secretary to the Building Advisory Board;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

PERIPHERAL DUTIES

- Performs other duties, which may be assigned from time to time.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma or G.E.D certificate.
- Bachelor's degree in related field preferred.
- Four years of experience in general construction and/or related fields.
- Minimum three years of experience within a building inspection department or private inspection agency.
- Minimum three years of supervisory experience in a municipal building environment.
- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

Certifications & Licenses:

- Must possess or be able to obtain by the time of hire, a valid Arizona driver's license with acceptable driving record.
- Building Official certificate within twelve months of hire, from the International Code Council.
- Residential Plans Examiner Certificate within six months of hire, from the International Code Council.

Knowledge, Skills and Abilities:

- Extensive knowledge of the principles and practices of Building Division administration and supervision.
- Extensive knowledge of local and State laws governing building construction, use and occupancy.
- Thorough knowledge of approved methods and materials used in building construction, including concrete, masonry, framing, plumbing, electrical, heating ventilation and cooling and allied construction work.
- Ability to establish effective working relationships with fellow staff members,

- contractors, designers, boards, Town Council and the general public.
- Ability to interpret complex construction plans and specifications.
 - Conducts technical investigations and plan reviews in the area of building construction and building division management.
 - Ability to manage the affairs of the Building Division at both the technical and administrative level.
 - Ability to communicate effectively orally and in writing.
 - Ability to work under stressful conditions with frequent interruptions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, and database software; calculator, copy and fax machine, phone, mobile or portable radio, automobiles telephones, ladder or scaffolding, and tape measure.

PHYSICAL DEMANDS

The physical demands described herein 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 individuals with disabilities to perform the essential functions.

The duties listed above 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.

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.

The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, grasp, feel and operate instruments or controls, and reach with hands and arms. Requires repetitive movements standard in office related activities such as typing, sitting and standing, talking in person and via the telephone.

WORK ENVIRONMENT

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 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 moderately quiet in the office.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date