

ASSISTANT BUILDING OFFICIAL

FLSA STATUS - Non Exempt

DESCRIPTION OF WORK

Under the direction of the Fire Chief, performs technical and administrative inspection work enforcing various construction, building, electrical, plumbing, zoning, nuisance and related codes and ordinances.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Responds to citizen inquiries regarding codes and provisions; issues permits; issues contractor licenses; prepares and provides evidence in code cases in the courts; issues nuisance complaints; reviews drawings, plans and specifications submitted by contractors and architects; approves or disapproves with suggestions for compliance as appropriate; inspects buildings being constructed, repaired or remodeled for compliance with building, zoning and/or plumbing and/or other ordinance requirements; conducts field inspections for conformance with appropriate codes; issues occupancy certification to buildings meeting requirements; conducts necessary communications involved in changing plans or buildings under construction to meet standards of codes and ordinances; maintains office procedures for processing of building applications and the issuing of building permits and codes with contractors, architects, homeowners and the public; assists Building Official in enforcement; studies codes and technical manuals; recommends changes in local codes or ordinances; prepares special and periodic narrative and statistical reports as necessary; inspects dangerous buildings and suggests corrective action and issues notice to abate if necessary.

OTHER DUTIES: Attends conferences and meetings to keep abreast of current trends in the field; performs related duties.

QUALIFICATIONS

Knowledge of the principles, practices, tools and materials of the construction industry.

Knowledge of applicable ordinances and codes.

Ability to read plans, drawings and specifications and to recognize ordinance or code violations.

Ability to keep operating records and prepare reports.

Ability to enforce codes with firmness, tact and impartiality.

Ability to maintain confidentiality regarding proposed projects.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with employees, owners, contractors, architects, other departments and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate physical work and to lift up to 50 pounds; Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp push, pull and perform similar body movements; Possesses hand/eye/foot coordination adequate to inspect buildings, operate office equipment and a vehicle; ability to talk and hear in person, by telephone and two-way radio; ability to see and read instructions, codes and inspection buildings to determine compliance or

non-compliance with codes.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation for high school and two years experience in code enforcement, building construction, secondary education or experience in similar field.

SPECIAL REQUIREMENTS

Possession of a valid driver's license; certification or ability to become certified by ICBO as a Building Inspector within two years of appointment.

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