

TITLE: Building Official
PAY GRADE: Q
DEPARTMENT: Planning and Development Services
STATUS: Exempt
REPORTS TO: Director of Planning and Development
REVISION DATE: December 2017



PURPOSE OF POSITION:

The purpose of this position is to provide administration of the International Building, Residential, Plumbing, Energy Conservation, Existing Building and Mechanical Codes and the Property Maintenance Codes, and oversight of division administrative and inspection staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Directly supervises the Building Inspectors, Permit Technician and Plan Review staff, to ensure all required processes and procedures carried out consistently per job requirements.
2. Reviews all submitted permit applications and plans for compliance with the International Building, Residential, Plumbing, Mechanical, Energy Conservation and Existing Building and Property Maintenance Codes.
3. Issues all Building, Plumbing, Mechanical, Excavation and Demolition permits.
4. Meets with property owners, architects, engineers, business operators, contractors and developers to discuss proposed projects for compliance with all applicable codes and ordinances.
5. Answers public inquiries regarding building code and ordinance interpretations and minor zoning related questions.
6. Prepares monthly reports on number and type of permits issued and inspections made.
7. Provides background information to the Building Board of Adjustment and the City Board of Aldermen.
8. Assists the inspectors by performing inspections during periods of high volume of inspection requests or during inspector's absence.
9. Assists with land use, zoning and codes violations.
10. Provides information to the public.
11. Serves as staff support to various boards and commissions.
12. Prepares and maintains various computerized permit data, files, graphics and records.
13. Responds to complaints regarding land use, zoning and codes violations.
14. Issues notices of violation of City Ordinances.
15. Provides training and support for the inspectors on inspection and enforcement requirements.
16. Coordinates with the inspectors in preparation of court cases and aids in court.
17. Serves as the City's Floodplain Administrator.
18. Provides assistance to the Planning and Development Services Director as needed.
19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school education or equivalent with additional training in Plan Review and knowledge of International Codes. Bachelor's degree in a related field preferred.

Ten (10) years' work experience or equivalent as an architect, engineer, inspection, contractor or superintendent of construction or any combination thereof. Of these, five (5) years shall have been supervisory experience.

The following International Code Council (ICC) Certifications are required: Commercial Building Inspector, Plans Examiner, Commercial Plumbing and Mechanical or ability to obtain within 6 months of hire, and Building Official or ability to obtain within 12 months of hire.

Missouri Certified Floodplain Manager (CFM) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Current International Building, Residential, Plumbing, Mechanical and Property Maintenance Codes, and City of Clayton Zoning Ordinance.
- Ability to interpret codes and their intentions.
- Ability to train and assist the inspectors in inspections and enforcement of the Codes.
- Ability to perform Plan Review for both commercial and residential construction projects.
- Basic knowledge of the principles and practices of City planning and Zoning Codes.
- Knowledge of economics, sociology and municipal finance as applied to Building Permitting.
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.
- Ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public.
- Ability to establish and maintain effective working relationships with professional colleagues, employees, and representatives of other public agencies.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, lead, dust, acids, solvents, asbestos, fiberglass, viruses, parasites, bacteria, automobile traffic, construction sites, basement areas, moving parts of machinery and extreme weather conditions both hot and cold. Work is generally outdoors.

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