

Chief Building Official/Planning Coordinator

Reports to: Planning Director
Job Classification Code: 2205

Department: 203-Inspection
 Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: 

Date: 8-19-15

JOB SUMMARY:

Under general direction of the Planning Director, manages and coordinates personnel and operations related to development, inspections, planning and zoning.

ESSENTIAL FUNCTIONS:

1. Hires, trains, assigns, directs, supervises, evaluates and disciplines the inspection staff and office personnel.
2. Relays information related to development to the City Commission, the Planning Board, City staff and residents.
3. Responds to citizen and developer complaints and requests; investigates complaints and issues court citations for violations when necessary; attends court cases where violations have been filed.
4. Serves as liaison to residents and businesses in regards to development related matters.
5. Authors zoning text and map changes and develops related presentation materials.
6. Coordinates legal matters, planning and code reviews and changes with the Planning Director, City Attorney and City Secretary.
7. Performs and coordinates development reviews for code compliance with City staff and Planning Director.
8. Authorizes issuance of permits and other related certificates.
9. Prepares statistical data related to construction and provides technical information to boards and commissions staffed by the department.
10. Prepares planning related reports and studies and makes presentations to the City Commission and boards.
11. Develops and oversees departmental budget.
12. Coordinates planning related consultants.
13. Performs building inspections (electrical, HVAC and plumbing) when needed.
14. Coordinates construction plan reviews.
15. Reviews residential, multi-family, commercial and industrial plans with respect to construction codes.
16. Evaluates and updates existing construction codes; counsels design professionals, builders and owners on code and procedural issues.
17. Manages the development and enforcement of the floodplain ordinance.
18. Communicates effectively and courteously with departmental personnel, other city employees, contractors and the public as well as performs work in a professional manner.

QUALIFICATIONS:

1. Prefer ten years experience as an architect, engineer, building inspector, building contractor or superintendent of building construction with a minimum of five years experience in building code administration including experience in a supervisory/management position.
2. Valid Texas drivers license with acceptable driving record.
3. Building Official and Plumbing Inspector certifications preferred.
4. Knowledge of inspection and training techniques.
5. Knowledge of the City code of ordinances and other regulations, policies and procedures.
6. Knowledge of the City's demographic and economic profile, including its industrial base.
7. Knowledge of local and state codes.
8. Knowledge of planning and land use laws and applicable codes.
9. Knowledge of records maintenance principles.

10. Knowledge of organizational, management and floodplain management principles.
11. Knowledge of legal procedures involving enforcement of building codes, zoning and subdivision ordinances.
12. Skill in the interpretation and application of federal, state and local policies, codes and laws.
13. Skill in supervising personnel and establishing cooperative and productive working relationships.
14. Skill in analyzing problems, identifying solutions and preparing clear and accurate reports.
15. Skill in interpersonal relations and oral and written communications.
16. Ability to learn and become proficient on the Inspection Department computer software.
17. Ability to manage time efficiently, effectively and set priorities for completing projects.
18. Ability to operate computers and other standard office equipment.
19. Ability to read, write and communicate in the English language.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 40 pounds.
2. Must be able to sit for extended periods of time entering data into computer.
3. Must be able to work indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather.
4. Must drive safely between inspections sites.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No

Signature

Date