



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Building Official

Department: Building and Facilities Maintenance

Reports to: Mayor

Pay Grade: H16

Date Established: 5/2014

Date Revised: 7/2018

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Building Official plans, manages and directs the Building and Facilities Maintenance Department for the City. This is a department director position reporting to the Mayor. The job oversees the plan review, licensing and inspection of all construction projects and enforcement of building structural and non-structural, electrical, mechanical, plumbing and energy compliance inspections, including sub-contracting with the City of Chubbuck for electrical and plumbing compliance.

The job involves utilizing complex testing equipment and computer software for plan review and issuing and tracking construction permits and licensing, and applying technology to calculate compliance with energy code requirements. This job supervises the building maintenance and housekeeping functions; initiates and maintains all ordinances relating to construction codes and licensing; prepares and manages the department budget; hires, trains and monitors the work of and supervises employees.

The job requires current knowledge of state and federal regulations covering all aspects of construction; extensive knowledge of building, plumbing, mechanical, electrical, energy, gas and fire codes and application of local, state and federal statutes and ordinances.

The job requires a minimum of five years of field experience in the commercial construction trade; International Code Council (ICC) certifications in commercial and residential building inspection, plan examination, and mechanical and energy code inspection; experience in facility maintenance including housekeeping; and demonstrated experience in managing and supervising staff. A superior candidate will have a bachelor's degree in architecture, engineering or a related field. The job requires excellent planning and communication skills; the ability to foresee and resolve conflict at a high level; and an attitude of cooperation and the ability to work harmoniously with all levels of City employees, the general public and other organizations and individuals. The job represents the City in local building groups and trade organizations. The Building Official may be appointed by the Mayor and confirmed by the City Council.

The work environment will include inside conditions and outdoor weather conditions. The job requires driving a vehicle to various worksites.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Oversees inspection and approval of all construction projects within the city. Interprets, evaluates, and develops building codes and standards. Provides guidance to plan review and inspection staff in resolving complex code issues. Renders final building code interpretations. Conducts code research and field reviews when necessary.

Approves occupancy for all new and existing buildings or structures within city limits. Investigates and determines whether adequate fire and life safety measures have been implemented or installed by permit applicants to allow temporary and permanent building occupancy.

Evaluates and approves or disapproves all requests from customers for submittals of alternative methods/materials or equipment and modifications of the building codes.

Oversees licensing of all construction trades within the city.

Initiates and maintains all ordinances relating to construction codes and licensing for the trades of building, electrical, mechanical, plumbing, fuel gas, energy, accessibility, house moving manufactured home installation and abatement of dangerous buildings.

Reviews state and federal statutes and interacts with agencies to ensure the city is in compliance with these regulations. Reviews newly published building code editions, proposed ordinance language, and recommends adoption or modification of such to the Mayor and City Council. Drafts and proposes ordinance language to address oversights/deficiencies in adopted code.

Plans, directs and manages facility maintenance and housekeeping for several city buildings. Ensures buildings are well maintained for employees and the public. Oversees renovations, decides on emergency repairs, and manages staff.

Prepares and monitors the Building and Facility Maintenance budget.

Supervises, schedules, trains, disciplines, and evaluates employees.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Requirements of the ICC and referenced standard; code development and ordinance development processes; building construction, materials, and methods; structural engineering principles including static design and strength of materials; design practices and construction methods of materials for residential and non-residential structures; city, county, state, and federal building codes, zoning codes, related laws, and ordinances; and associated building, fire, mechanical, energy and accessibility code requirements;
- Facility maintenance procedures and techniques; basic construction methods; application of cleaning chemicals and agents;
- Municipal budgeting practices;
- Modern management/supervisory practices and staff empowerment principles;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Develop short and long-range plans for building code development and enforcement including a program of regular review and updating of current building code policies and interpretations; evaluate and rule on code modifications and alternate materials, design, and methods of construction and equipment; interpret code and develop policies and strategies for an efficient and uniform application of the codes;
- Provide guidance in stressful situations; foresee and resolve conflict at a high level; provide information in a clear manner to customers and others regarding the need for and use of the building codes;
- Demonstrate strong customer service principles including issue resolution;
- Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and a Bachelor's Degree is preferred in architecture, engineering or related field;
- Five (5) years' experience in commercial construction and residential trade;
- ICC Certification in Commercial and Residential Building Inspections, Commercial and Residential Plans Examination, Mechanical Inspection and Energy Code Inspection*;
- Two (2) years' experience in facility maintenance including housekeeping;
- Two (2) years' experience in managing and supervising staff;
- Valid Idaho driver's license.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The Building Official must occasionally lift/carry up to 20 lbs, rarely lifting/carrying up to 75 lbs. The noise level is occasionally moderate but includes an environment of building construction. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp; ability to maneuver uneven terrain; climb ladders and walk on framed structures; and crawl in confined spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Building Official position requires an ICC Certification in Commercial and Residential Building Inspections, Commercial and Residential Plans Examination, Mechanical Inspection and Energy Code Inspection within six (6) months of hire date. Failure to acquire these certifications by the established date will violate the terms of the position and will result in layoff from the position.