

TOWN OF CARBONDALE JOB DESCRIPTION

POSITION NAME: Building Official

DEPARTMENT: Building Department

JOB SUMMARY:

To administer all functions of the Building Department and Zoning Enforcement to establish the minimum requirements to provide a reasonable level of safety, public health and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate, light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

ESSENTIAL JOB FUNCTIONS:

GENERAL BUILDING POLICY PLANNING AND SUPPORT:

Responsible for plan review of all building permit applications for compliance with adopted building and energy codes. Coordinates the review of all applications for a building permit with Planning, Public Works, Water, and Wastewater Departments and the Fire District. Directs the issuance of all building permits for new construction.

Researches and analyzes simple to complex designs and make interpretations of applicable codes and plans.

Prepares amendments to the Town Building Codes and works with related boards for the adoption of the amendments.

Works with developers, contractors, and the general public to resolve building design issues to ensure compliance with adopted building and zoning regulations of the Town, and answers questions about construction in Carbondale. Communicates with contractors on permit requirements and construction progress.

CURRENT BUILDING DEPARTMENT RESPONSIBILITIES:

Performs field inspections of construction in progress (i.e. foundation, plumbing, gas, framing, mechanical, wood stoves, drywall, final building, safety, zoning, and other inspections) to ensure conformance with approved plans.

Issues notices to correct code violations and stop work orders as necessary to ensure that construction, buildings, and properties conform to the building and zoning regulations of the Town and the conditions stated upon issuance of a Building Permit.

Conducts all final building inspections and issues certificates of occupancies for building construction completed and in conformance with Town building and zoning regulations.

Preparation and control of department budget and revenue generating centers (system improvement fees, use tax, permit fees, contractor licenses).

Ensures that all permit fees are accurately calculated and that fees are collected.

Exercises supervision over subordinate technical and clerical staff as necessary.

Performs special projects as assigned.

Records and maintains accurate records related to building permit approvals, inspections and certificate of occupancies and final approvals.

Attends Planning and Zoning Commission and Board of Trustees meetings as necessary and provides written and oral communication.

Provides mediation between the public, contractors, and others related to building and zoning issues and helps to resolve conflicts that may occur.

Other tasks as assigned

EDUCATION, TRAINING AND EXPERIENCE REQUIRED.

Two years of college or technical education in engineering, construction, or related field or certification as a Building Inspector or Plans Examiner. Three years experience as or in a position equivalent to Building Inspector or as a Building Construction Supervisor, or an equivalent combination of education and experience. Requires valid Class C driver's license. Bilingual English/Spanish preferred.

OTHER SKILLS, CERTIFICATIONS, LICENSES AND TOOLS REQUIRED:

Possession or ability to obtain Building Inspector, Plans Examiner, Mechanical, and Plumbing ICC certifications, and other applicable technical certifications.

Ability to read, understand and interpret technical written material, plans, diagrams, blueprints, and specifications.

Excellent written and verbal communications skills with the ability to communicate clearly and effectively both orally and in writing, compile and compare reports in a variety of formats, and interact with all levels of personnel within the Town, including presenting information and responding to questions from the Board of Trustees, Town employees and the general public in a positive and cooperative manner.

Good problem solving skills and the ability to negotiate and facilitate agreements and commitments on complex or difficult building safety issues.

DESCRIPTION OF WORK SCHEDULE, HOURS, OVERTIME REQUIREMENTS.

Full time exempt position. Normal work hours are 8:00 a.m. to 5 p.m. Monday through Friday. Attendance at some night meetings may be required.

SUPERVISION RECEIVED.

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED.

Exercises general supervision over technical and clerical personnel as assigned.

FLSA STATUS. Exempt

COMPLEXITY / RESPONSIBILITY.

Responsible for code compliance of all construction and enforcement within Town limits, department budget, and supervision of personnel assigned. Requires thorough knowledge of codes and construction, ability to perform complex mathematical calculations, interpret written material and blueprints, make oral written presentations, and public management.

SCOPE OF INTERPERSONAL CONTACTS.

Meets with the Town Manager, assigned personnel, other department heads, architects, engineers, contractors, builders, property owners, and the general public providing information, explaining applicable codes, and performing conflict resolution. Makes formal presentations to Town Boards and community groups.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS.

Primary responsibilities for this position will take place either in a standard office environment or on assigned construction/development sites. The position is subject to working in snow, wet, or sub-zero weather conditions. Work involves exposure to noise, dust, and potentially unsafe conditions. Physical tasks require the ability to maneuver within unimproved construction and development sites in the following manner: climbing up and down ladders, climbing into trenches, excavations, residential crawl spaces, and attics. The ability to negotiate scaffolding platforms, roofs, and unguarded balconies may also be required. Employee must have correctable vision and adequate hearing sufficient to be aware of the hazards associated with working around heavy equipment. Basic abilities required are: bending, stooping, crawling, kneeling, and crouching.