



Job Description
Job Code: 508
Range: 23

BUILDING OFFICIAL

DESCRIPTION: Under general supervision of the Community Development Manager, ensures all provisions of the adopted Building, Plumbing, Mechanical and Electrical codes, the City Municipal Codes, Zoning Ordinance, and any other applicable codes are followed.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Develops and posts work assignments to key personnel; compiles and submits reports (e.g. weekly, monthly quarterly, budgetary, fiscal, etc.); manages the daily operations of the Department ensuring functions are being conducted properly; conducts plan reviews on construction plans and documents for compliance with adopted building, electrical, mechanical, and plumbing codes; ensures all departments involved have had issues addressed to their standards.
- Participates in organizing and conducting Code Review Board (CRB) meetings, meets with architects, engineers, developers, contractors, builders and property owners to advise or resolve various problems related to construction standards and code enforcement activities. Ensures close coordination with other City departments and affected outside groups. Makes presentations before various groups, including City Council, Planning Commission, other boards and commissions and professional and public meetings, as needed.
- Conducts field inspections of ongoing projects from single family residences to commercial construction; verifies that the project is being constructed pursuant to approved plans and provisions of the adopted codes; interfaces with the public to help them with their permit applications and educate them as to what the specific code requirements are for their particular project; explains code violations to citizens so that they can address needed corrections. Assists with most difficult field inspections, reviews inspections and decisions when unusual circumstances exist; analyses, interprets and checks complex plan specifications, calculations, laws and regulations.
- Investigates citizen complaints in regard to possible violations of the Municipal and Zoning Ordinance; contacts property owners or tenants through physical or written contact; follows up on violations to ensure they are being corrected; may be required to appear in court and testify as a representative of the City; represents the Department at meetings (e.g. code review, safety committee, personnel, etc.).
- Prepares reports; documents policies and procedures; performs research; recommends building and related code changes.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports state and local laws, city policies and procedures.

Building Official – (Continued)

- Creates and reviews flood status reports, elevation of flood plain certificates; coordinates with the Federal Emergency Management Agency (FEMA) and the Yavapai County Flood Control District on behalf of the City; prepares budgets and administers flood plain projects.
- Oversees and administers small capital building projects including remodels, new construction, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Federal, State and local laws, ordinances, statutes, rules, regulations, policies, and procedures relevant to building code administration, standards and specifications.
- Knowledge of the various codes (building, electrical, mechanical, plumbing, etc.) in the City.
- Knowledge of principles of structural design, engineering mathematics, and architectural plan review and inspection.
- Knowledge of the construction industry.
- Knowledge of uniform building codes in the City of Cottonwood.
- Skill in developing and maintaining effective interpersonal relations, conflict resolution and excellent customer service and principles of public speaking,
- Skill in written and oral communications.
- Skill in analyzing data and drawing valid conclusions.
- Skill in conducting research and providing meaningful results.
- Safe work practices and related regulations.

PHYSICAL REQUIREMENTS: This classification involves the physical effort of standing, walking, stooping, crawling, lifting small to medium weights and traversing uneven and/or rocky ground. These activities are sometimes performed in inclement weather. Maintain required physical abilities including: vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to perform required inspection duties; use of hands and fingers adequate for writing, typing and computer related functions; ability to lift tools and equipment, as needed.

MINIMUM REQUIREMENTS:

Experience: Total of five (5) years of increasingly responsible experience of a supervisory, administrative or professional nature and in the construction and inspection of public, commercial, industrial or residential buildings or comparable work that would have provided the opportunity to develop the required skills, knowledge and abilities.

Education: Equivalent of an Associate Degree from an accredited college or university with significant course work in the areas of structural, mechanical or civil engineering, architecture or a related field.

License or Certificate: Possess and maintain a valid Arizona Driver's License. Possess or be able to obtain Certification as a Building Official by the International Code Council (ICC) or other recognized certification program within 12 months of hire. Possess or be able to obtain a Certified Flood Manager (CFM) certificate from the Association of State Flood Plain Managers (ASFPM) within 12 months of hire.