



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Chief Building Official</b>	<b>JOB CODE: 3007</b>
<b>REVISED:</b>	<b>April 27, 2018</b>	<b>FLSA: Exempt</b>

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**Summary:** Under general supervision, manages the building inspection, code enforcement and permitting staff and operations; assists in the review of building plans and specifications, and assures the effective enforcement of building and safety codes, laws, regulations, and standards.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews and evaluates development proposals, designs, applications, variance requests, technical documents and special permits for compliance with building codes, City standards and regulatory requirements;
- Reviews plans submitted, reviews applications for building permits; and calculates permit, development impact and plan review fees with residents, developers and builders; develops recommendations and changes required to meet standards.
- Provides leadership, direction and guidance in technical processes and procedures; trains professional and support staff; assigns and coordinates tasks and projects; reviews work for conformance with legal requirements and safety standards.
- Oversees field inspections; reviews permit records and notices; assures specifications are correct, complete and in compliance with established guidelines; maintains and updates inspection records, project documentation and files; and inspects existing buildings for compliance issues, as needed.
- May direct the daily activities of staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and provides input to the Director relative to staff performance;
- Participates in the preparation of the agenda and meets weekly with staff and the Director to discuss and resolve workload and technical issues;
- Monitors daily operations to identify and work with the Director to resolve problems.
- Answers inquiries and assists customers with the application process, calculation of fees, building codes, compliance issues, permit review, and other City standards and regulations; provides information and recommendations within his scope of authority.
- Coordinates with architects, engineers, contractors, homeowners, other departments and agencies to address and correct areas of concern to include special applications and interpretations of codes.
- Maintains communications with developers and builders on commercial and residential building inspection projects.
- Attends and represents the Division on building safety matters and issues at City Council, Board of Adjustment, Planning & Zoning Commission and/or Building Code Board of Appeals meetings, and as assigned by the Community Development Director.
- Performs other duties as assigned or required.

## **Knowledge and Skills:**

- Knowledge of City policies and procedures.
  - Knowledge of the principles and practices of the construction industry and building trades.
  - Knowledge of the principles and practices of plan review and building inspection.
  - Knowledge of building construction methods and materials.
  - Knowledge of Federal, state and local building, housing and safety laws, rules, ordinances, codes and regulations.
  - Knowledge of International Building Codes, National Electric Code, Property Maintenance Codes, and related state and local regulations.
  - Knowledge of budget procedures and practices.
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- Skill in interpreting and applying building and safety standards, and City policies.
  - Skill in reading and interpreting building plans, specifications, and blueprints.
  - Skill in performing building inspections for compliance with building and safety codes.
  - Skill in detecting deviations from plans, regulations, and standard construction practices.
  - Skill in providing advice and consultation on standard construction methods and requirements.
  - Skill in making arithmetic calculations quickly and accurately.
  - Skill in interpreting technical instructions and analyzing complex variables.
  - Skill in establishing and maintaining cooperative working relationships with employees, officials, other development agencies and the general public.
  - Skill in operating a personal computer utilizing standard and specialized software.
  - Skill in effective communication, both verbal and written.

## **Minimum Qualifications:**

Bachelor's Degree in Planning, Architecture, Engineering, Construction Management or related field; AND five year's experience in building code inspection or plan review, construction management and inspection; including three (3) years of supervisory and administrative experience; OR an equivalent combination of education and experience.

Must maintain a valid State of Arizona driver's license; International Conference of Building Officials (ICBO)/International Code Council (ICC) certification, as Building Inspector, Combination Inspector or Building Plans Examiner is required. ICC certification as a Building Official is desirable.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*