

CITY OF EFFINGHAM

Job Description

Title: Building Official	Grade: PR4
Reports To: City Engineer/Planner	FLSA: Non Exempt
Department: Public Works	Modified Date: April 3, 2018

JOB SUMMARY:

The Building Official, under the direction of the City Engineer/Planner, is primarily responsible for residential, commercial, and industrial building inspections, construction plan reviews, and for issuing building permits; enforces and maintains compliance with all federal, state, and local laws and ordinances; Assists the City Engineer/ Planner with zoning and planning duties including code enforcement; performs proactive code enforcement; Works with the Fire Department on review and enforcement of life/safety issues in the permitting process; Works with citizens, contractors, departments to cooperatively achieve voluntary compliance.

ESSENTIAL FUNCTIONS:

- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Assists with the administration of City Zoning Ordinance by enforcing codes and site plan requirements during building construction and/or modifications,;
- Administers and/or oversees the administration of City ordinances which include the following: Building Codes as adopted in Ordinance No. 87-2017as needed;
- Performs inspections for residential, commercial buildings, electrical plumbing, framing, mechanical, and energy code;
- Reviews building plans submitted during the permit process;
- Reviews and Issues Sign and Pool Permits;
- Assists the City Engineer/ Planner, as needed, with supporting the functions for Plan Commission recommendations;
- Assists the City Engineer/ Planner with the administration of zoning appeals, as needed;

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- Addresses Dangerous and Unsafe Buildings and zoning code violations, assists Police Department with enforcement other nuisance complaints as needed. Administers Rental Complaints Program;
- Administers Home Occupation Permits Program;
- Coordinates and issues addressing for the City;
- Performs field inspections in response to complaints and proactively inspects an assigned geographic area to ensure compliance with various City codes that include rental, zoning and property maintenance;
- Prepares and issues compliance orders for the discontinuance, removal or alteration of conditions that violate City codes or ordinances; performs follow-up inspections to ensure that corrective action has been taken;
- Maintains effective communication with citizens and property owners in order to explain violations, code requirements and options to resolve code violations;
- Maintains accurate, comprehensive records and documentation related to work assignments and ensures all information is kept up to date;
- Works cooperatively with other City departments and agencies; coordinates inspections when necessary to ensure compliance;
- Works with citizens and property owners in order to achieve a high level of voluntary compliance;
- Works with Fire Department on review of life/safety issues in the permitting process;
- Performs other related duties as required.

SECONDARY FUNCTIONS: Performs other related duties as required

SUPERVISORY FUNCTIONS: None required.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure

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manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATH SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPETENCIES:

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- Communication - Listens and gets clarification, ability to read, write and understand instructions.
- Cooperation - Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.
- Job Knowledge - Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

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- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.
- Quality - Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality. Generates suggestions for improving work.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Leadership - Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.
- Managing People - Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

CERTIFICATIONS, LICENSES, REGISTRATIONS: Certified Building Official Course Completion within 2 years of employment; valid driver's license.

REQUIRED EDUCATION/OR EXPERIENCE:

Associate's degree from two-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

Bachelor's degree or equivalent; or four to five years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger,

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handle, or feel; reach with hands and arms; stoop, kneel, crouch, crawl, smell. The employee is occasionally required to stand and climb or balance.

The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed moving mechanical parts; outside weather conditions and extreme cold. The employee is occasionally exposed to vibration; fumes or airborne particles. The noise level in the work environment is usually moderate to loud.

SIGNATURE/APPROVAL

Employee

Date

City Engineer/City Planner

Date

Director of Public Works

Date

City Clerk

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.