



TOWN OF FAIRFAX

Department of Planning & Building Services

BUILDING OFFICIAL JOB DESCRIPTION

POSITION DESCRIPTION

To provide administrative and technical oversight for all building construction work occurring within the Town through permit application, plan review, permit issuance, and building inspection; to ensure compliance with State-adopted construction and accessibility standards and related Town ordinances and regulations; to coordinate assigned activities with other Town departments, and outside agencies; and to provide highly responsible and complex administrative support to the Planning & Building Services Director (Director).

DISTINGUISHING CHARACTERISTICS

This is a single position, manager level classification. The position receives direction from the Director and the Town Manager. The position may supervise technical and administrative staff. The employee exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Responsible for all services and activities of the Department related to building and encroachment permit activity including permit application, plan review, permit issuance, and building inspection to insure compliance with the building, electrical, plumbing, housing, sign and mechanical codes, State Title 24 requirements, disabled access regulations, and related provisions of the municipal code; administer, interpret and enforce the provisions of the building standards codes and other municipal regulations as they apply to building matters.

Review construction plans, specifications and engineering calculations to determine compliance with adopted codes, ordinances and laws; prepare written correspondence relating to corrections and deficiencies in plan submittals.

Perform field inspections of commercial and residential buildings during various stages of construction to verify that construction, alterations, maintenance, structural, plumbing, electrical, and mechanical work is conducted in compliance with provisions of codes and approved plans and specifications.

Advise, investigate and resolve the most technical and political complaints and inquiries; review new products or methods of construction for suitability; prepare and recommend modifications to building code provisions.

Perform review of residential properties offered for sale; review file records for relevant construction histories.

Issue permits for new construction activities; calculate fees and verify validity of state licensing for contractors who are obtaining permits.

Confer with design professionals, contractors, and property owners regarding construction and code requirements; research, interpret and explain adopted codes, ordinances and laws; refer the public to appropriate sources for assistance.

Investigate and resolve complaints relating to code and ordinance requirements; inspect dangerous buildings and coordinate abatement actions pursuant to Town codes; confer with the Town Attorney on legal action; negotiate and resolve significant and controversial issues.

Operate and maintain a building permit tracking system; enter inspection, plan review, and permit status records. Issue certificates of occupancy for new and altered buildings.

May supervise the work of assigned personnel; provide or coordinate staff training; assign and review work; work with staff to correct deficiencies; conduct employee evaluations.

Prepare ordinance documentation for code adoption proceedings; make presentations to the Town Manager, Town Council, commissions, and boards and prepare necessary reports.

Coordinate and oversee consultant plan review and inspection activities to ensure timely completion of work, accuracy, and conformance with adopted codes, ordinances and laws.

Serve as a liaison for the with other Town departments, contractors, builders, engineers, developers, architects, outside agencies and the public in acquiring and providing information and coordinating services and activities.

Develop customer handout and information packets related to construction, code and ordinance requirements; prepare and maintain accurate records, documents and transmittals for record files.

Provide responsible staff assistance to the Director; prepare and present reports and other necessary correspondence; participate in providing technical presentations to the Town Manager, Town Council, and various groups and agencies.

Stay abreast of new trends, innovations, and regulations in the fields of plans examining and building inspection.

NECESSARY QUALIFICATIONS

Knowledge of:

- Principles and practices of administration and budget management for a comprehensive building inspection and plan review program.
- Pertinent Federal, State, and municipal laws, codes, ordinances and regulations related to building, construction and zoning.
- Principles of architectural, structural, and energy design, soils analysis and engineering mathematics.

- Methods, materials and techniques used in building construction.
- Installation methods for electrical, plumbing and mechanical systems and equipment.
- Occupational hazards and standard safety practices necessary in construction work areas.
- English usage, spelling, grammar and punctuation.

Ability to:

- Provide administrative and professional leadership and direction on building code related issues on behalf of the Department; supervise, train and evaluate staff.
- Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.
- Comprehend and interpret moderately complex engineering calculations and make arithmetical computations quickly and accurately.
- Apply proper inspection techniques and use field inspection tools accurately to detect deviations from approved plans, regulations, and adopted codes and ordinances; apply regulations and codes and ordinances consistently among projects.
- Interpret and apply pertinent federal, state and local laws, regulations, codes, ordinances and procedures and enforce same with firmness and tact.
- Advise the public on various ordinances and requirements related to code construction.
- Prepare ordinances and code amendments; prepare and maintain records and comprehensive technical reports.
- Research, analyze, and evaluate new methods and procedures. Schedule appointments and utilize time in an efficient and effective manner.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

REQUIRED EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of increasingly responsible experience in the design, construction, plan review and inspection of public, commercial, industrial and residential buildings.

Training: Equivalent to the completion of the twelfth grade supplemented by vocational training or college course work in architecture, construction technology, civil engineering or a related field.

License or Certificate: Possession of certification as a Building Official from the International Code Council (ICC). Possession of certification as a Plans Examiner from the ICC. Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of Certified Access Specialist program (CASp) certification is required within approximately one year.

Special Requirements: Essential duties require the following physical skills and work environment: Ability to perform on-site field inspections including exertion of a moderate amount of physical effort

Building Official Job Description

to stoop, crouch, climb, and lift in performance of assigned duties; ability to work around building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; requires the ability to operate a motor vehicle to travel to different sites and locations.