

BUILDING AND CODES DIRECTOR

Nature of Work

This is primarily a field inspection and investigation position responsible for the enforcement of housing standards and insuring compliance with current building codes and related regulations. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in managing the department. Work is reviewed through conferences, inspection, and review of reports.

Employee will operate computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspects new and existing construction to ensure minimum compliance with housing standards.
- Inspects new construction, alterations, and repairs while in progress and upon completion to ensure compliance with the approved plans and specifications and the current building codes.
- Inspects structures being brought into code compliance and site of buildings being razed.
- Attends meetings with the Planning Commission, Board of Commissioners, Zoning & Appeals Board, and all other applicable meetings and professional associations.
- Checks plans and specifications for code and permit compliance and recommends necessary changes to make them compliant if necessary.
- Makes on-site inspections, to include those in the interest of public safety and health.
- Reviews and discusses construction, alteration, and repair activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes, regulations and permits.
- Performs investigations upon request and responds to specific complaints as appropriate.
- Monitors all construction related activities, notes any violations of codes, regulations or permits, and, if necessary, takes appropriate enforcement action.
- Prepares inspection reports noting conditions found, actions taken, recommendations given, and other information as necessary.
- Interprets and enforces the current building code in effect.

- Primarily responsible for all correspondence relating to the enforcement of the current building code.
- Reviews plans and issues building permits.
- Responsible for consulting with builders, contractors, engineers, and architects regarding building codes and State guidelines.
- Issues Certificate of Occupancy upon compliant completion of construction.
- Keeps informed of new construction materials and methods.
- Makes interpretations of technical issues regarding the building, mechanical, and plumbing disciplines.
- Prepares and recommends amendments and revisions to the Municipal Code relating to the Building and Codes Department.
- Makes routine/unannounced inspections throughout the city to insure conformance with the Municipal Code.
- May give presentations on building regulations and building safety to civic, professional, and other organizations.
- Prepares and manages departmental budget.
- Works closely with the Community Development Department to ensure compliance with all regulations and codes.
- Serves as the enforcement agent for TOSHA and OSHA guidelines.
- Establishes and maintains an effective working relationship with other employees.
- Performs related work as required.

Desirable Knowledge, Ability, Skill

- Extensive knowledge of modern construction methods, practices, materials, and equipment as applicable to the approval of plans and specifications and the inspection of buildings and structures.
- Thorough knowledge of current building code, Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building and Codes Department.
- Knowledgeable of building, plumbing, and mechanical construction to ensure compliance with appropriate codes.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, general public, public officials, and all other clients while still enforcing building and zoning regulations with firmness and tact.
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Minimum of a high school diploma with five (5) years' experience in a building construction trade at the journeyman or higher level, or a bachelor's degree or higher from an accredited college or university with major course work in construction management, business administration, engineering, architecture, or other related field.

Either possess, or will obtain, all state mandated certifications associated with the position within one (1) year of employment and maintain these certifications throughout employment. (Res. #1668, 7/7/22).