

City of Fulshear
JOB DESCRIPTION

Position Title:

Building Official/ Director of Code Enforcement

Position Status:

Exempt

General Description:

Responsible for directing the operation of personnel, budget and resources for the building inspection department. Recognized as the principal building construction and enforcement expert in the organization.

Organizational Relationships:

Reports to: City Administrator/ Mayor

Supervises: Inspectors, Code Enforcement Officer(s), Plan Reviewer(s) and Building Services Administrative Staff

Qualifications:

High School Diploma or GED required, plus at least seven (7), preferably ten (10) years' experience in municipal building inspection and code enforcement with at least 5 years in a supervisory or management role. Experience should include construction and/or building inspection experience including experience working with residential and commercial buildings. Possession of a valid Class C Texas driver's license. Possession of International Code Council certification as a Building Official or a combination of relevant experiences and certifications including: State Plumbing Inspector License and/or Certified Code Enforcement Officer in addition to the ability to obtain International Code Council Building Official within six months of employment. All certifications are required within one year of employment. The person in this position must be able to pass background check and drug screen. Some travel required.

Additional Required Knowledge, Skills and Abilities:

Knowledge of: complex principles and techniques of building inspection; Principles of structural design and engineering mathematics; Residential and commercial construction; Materials and methods of construction; Safety standards; and methods of building construction for commercial, industrial and residential buildings, as well as, Pertinent federal, state and local laws, codes and Zoning regulations.

Skills including:

- Organizing daily inspections;
- Analyzing inspection files and test reports;
- Detecting code violations within all required building construction;
- Analyzing building plans for existing and new structures for code compliance;
- Using specialized technical equipment as assigned;
- Computing mathematical equations;
- Coordinate fiscal and budgetary direction for the department;
- Manage legal obligations and court hearings relating to enforcement of codes and ordinances;
- Review and monitor model construction codes;
- Assist in policy preparation and ordinance review;
- Manage software development and implementation;
- Manage staff liaisons to various appointed boards and commissions;
- Manage and direct the overall objectives of the building inspection department.

Ability to: Work in Team Environment; Display Professional conduct and discretion; Employ software systems; Prepare and present reports; Effectively participate in the plan review and inspection process; Develop, maintain and control documents related to inspections and permits; and to conduct analyses of City needs related to the

position. Ability to recommend and implement goals, objectives, and practices for providing effective and efficient building inspection and construction services.

Essential Duties:

- Inspect residential and commercial buildings during various stages of construction and remodeling.
- Enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary.
- Inspect previously occupied buildings, spaces or suites for code compliance; approve inspected areas for certificates of occupancy.
- Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.
- Conduct plan review to ensure compliance with City Codes.
- Develop Policies and Procedures related to the operations of the Building and Code Enforcement operations of the City.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, installations and a large variety of other complex and routine building system elements for both residential and commercial construction.
- Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
- Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.
- Coordinate implementation of Plan review inspection and Code Enforcement in relation to the City's Zoning Ordinance.
- Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits.
- Maintain files and reports regarding inspection activities and findings on all active projects.
- Testify in court as necessary.
- Conduct pre-construction meeting with architects, engineers and contractors to explain code and local regulations as related to new project construction.
- Investigate and resolve public complaints; determine compliance with City codes and ordinances; recommend appropriate actions.
- Assist in training other building inspectors, code enforcement officers and related staff as appropriate.
- Be available for rotating emergency after hour inspections.
- Create reports to the City Council.
- Manage staff including evaluation, recommendations for hiring/ firing, delegation and direction of time/ task management.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date