



City of Casa Grande

Chief Building Official

GENERAL PURPOSE: Under limited supervision, assures effective enforcement of all Building codes and regulations, and manages the activities of the work group; examines and approves plans for new construction, and conducts field inspections on complex projects

PRIMARY DUTIES AND RESPONSIBILITIES:

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

- Plans, organizes, coordinates and supervises the operations of the work group, including customer service, plan review, building inspection, code enforcement, and permitting.
- 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.
- Provides consultation to the Planning and Development Director on building code administration and enforcement issues; serves on Boards and Committees; attends and represents the City at hearings and inter-agency meetings.
- Determines objectives and sets project priorities and completion timelines; assures efficient operations, sound fiscal practices, and effective resource allocation.
- Confers with architects, engineers, contractors, and property owners regarding review of plans and interpretation of building codes; examines blueprints to assure plans conform to the building, electrical, mechanical and plumbing codes, and zoning ordinances.
- Evaluates and analyzes issues, and recommends and implements solutions; interprets, applies and explains codes and regulations; resolves problems that arise due to code or structural design.
- Prepares and approves budgets; manages the collection, analysis and reporting of project, operational and financial data.
- Prepares revisions to codes and ordinances; recommends fee schedule revisions.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Technical and administrative staff.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelors degree in planning, architecture, engineering, construction management, or a related field; and seven (7) year's experience in building code inspection; including three (3) years of supervisory experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of Federal, state and local building, housing and safety laws, and rules of civil procedures, including City and county zoning ordinances and regulations.
- Knowledge of methods, procedures and techniques for evaluating technical compliance.
- Knowledge of principles and methods of budget preparation and expenditure control.
- Knowledge of statutory provisions, regulatory codes, other regulatory agencies, and sources of building safety information.
- Knowledge of principles and practices of urban and regional development and land use.
- Knowledge of construction methods and materials.
- Knowledge of the principles of record keeping and records management.

- Skill in effectively managing staff, delegating tasks and authority, and training personnel.
- Skill in interpreting and applying statutes, rules, ordinances, codes and regulations.
- Skill in interpreting building, plumbing, electrical, mechanical and zoning regulations, and comparing them with engineering drawings, plans and specifications.
- Skill in checking details, estimates, plans, and specifications of projects.
- Skill in analyzing issues and preparing recommendations based on findings.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, construction professionals, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: International Code Council (ICC) Certified Building Official certification required; depending on the needs of the City, incumbent may be required to obtain additional technical certifications.

Physical Demands / Work Environment: Standard office environment.

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