

## CITY OF HARRISBURG, SD JOB DESCRIPTION



Title:	<b>Building Official</b>	Employee Group:	Non-represented
Department:	Community Development	Pay Range:	\$70,000 - \$90,000
Reports To:	Community Development Director	FLSA Status:	Exempt

---

### POSITION SUMMARY

The position provides managerial and administrative functions to ensure compliance with adopted ICC codes, rules, and regulations that govern the building construction industry, including compliance with the International Building Code, International Residential Code, International Existing Building Code, International Fire Code, Property Maintenance Code, local ordinances, floodplain requirements, and ANSI codes and standards. The position works under the general direction of the Community Development Director and is accountable for the building permitting and inspection function of the Community Development Department.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Responsible for managing and implementing the building permit review and inspection process. Reviews projects and ensures compliance with local codes and ordinances, rules, building construction industry practices, Building Code, International Residential Code, International Existing Building Code, International Fire Code, local ordinances, floodplain requirements, and ANSI codes and standards.
2. Makes recommendations relating to hiring, discharge, layoff, suspension, disciplinary action, adjustments and grievances. Conducts performance evaluations for supervised employees.
3. Provides direct supervision to assigned employees on a regular and on-going basis. Performs department management duties as assigned and in the absence of the Community Development Director.
4. Reviews, researches, and prepares the most recent International Building Code, International Residential Code, International Existing Building Code, International Fire Code, local code amendments, and ANSI codes to update and amend for City Council adoption. Makes recommendations to City Council on code updates and local amendments.
5. Establishes policies, procedures, practices, and goals for the building services operations of the department. Defines and develops operating procedures to ensure consistent compliance with building and life-safety standards. Develops performance measures, goals, and department objectives in consultation with the Community Development Director.
6. Facilitates discussions regarding applications or interpretation of all applicable building codes. Consults with appropriate state agencies, Fire Chief, or other officials to ensure rulings are consistent with state law, codes, ordinances and rules.

7. Reviews structural, architectural, and civil plans and specifications to verify compliance with all applicable codes and ordinances.
8. Exercises discretion and judgement with respect to significant life safety construction concerns associated with building design, construction of buildings, emergency ingress and egress for structures, separation, fire walls and sprinklers, occupancy type, and handicapped requirements, and other building review criteria.
9. Responsible for providing assessments and recommendations on City facility needs and repairs. Assists in managing construction projects for City facilities.
10. Manages the building permit submittal, review, issuance, filing, and records processes. Issues building permits for residential, commercial, and industrial development utilizing all adopted codes and ordinances for guidance and regulation.
11. Performs expedited plan reviews and enforces the building code and other ordinances
12. Oversees, trains, and assists with issuing permits for fencing, decks, sheds, and other permitting needs.
13. Reviews commercial site plans and coordinates with other city staff on Design Review Team meetings.
14. Oversees and conducts on-site building inspections to verify compliance with permits, approved drawings, and applicable codes and ordinances.
15. Administers the zoning ordinance, subdivision regulations, and floodplain regulations related to building permits and private construction projects.
16. Responsible for developing, maintaining and updating electronic and paper records of applications, permits, inspections and plan review files, forms, and records. Uses a variety of computer software programs for permitting and records management.
17. Investigates complaints regarding building safety concerns. Resolves complaint issues by settling disputes between designers, contractors, the public, and staff regarding interpretation of adopted codes. Enforces the abatement of dangerous buildings as required by International Property Maintenance Code.
18. Prepares and issues plan review correction letters, code review correction letters and inspection violation notices. Tracks violations until resolved.
19. Conducts conceptual plan reviews, pre-construction, and pre-Certificate of Occupancy meetings with contractors, owners, and design professionals to discuss any code items found during the plan review and inspection process.
20. Conducts on-site meetings with contractors and owners during construction to discuss code violations found during inspections.
21. Reviews all documents required by permit conditions during construction, including deferred documents and special inspections, for Code compliance and defects.
22. Educates customers and all stake holders of code and ordinance requirements or updates.
23. Analyzes complicated industrial procedures and processes to determine if hazardous materials or conditions exist.
24. Provides technical assistance and explains and interprets codes, ordinances, and regulations for design professionals, contractors, owners and the general public.
25. Represents the Department at public meetings and Court proceedings, when assigned.
26. Assists in processing applications and presenting staff reports and case findings to the Board of Adjustment and Planning Commission for variances, conditional uses, ordinance amendments and other Building Official related requests. Attends and presents to the City Council as necessary.
27. Oversees and manages building permit reports and analyzes trends, patterns, and valuations to make recommendations to the Community Development Director on staffing needs and demands.

28. Assists the Director in submitting and maintaining required reports and budgets.
29. Recommends, drafts, and presents revisions to codes and ordinances.
30. Advises contractors of Stormwater Phase II compliance requirements related to construction activity and recommends enforcement action of Stormwater Phase II violations as required.
31. Assists in overseeing licenses for contractors as required or necessary under City Ordinance. Enforces contractor license requirements and makes recommendations on revoking licenses.
32. Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of best practices in building codes, inspections, and code compliance in HVAC, Plumbing, Electrical Inspections, and Residential and Commercial Building Inspection, with certification from the International Code Council (ICC) preferred.
2. Knowledge of safety codes, related laws and ordinances and building standards.
3. Knowledge of the principles and practices of code compliance programs.
4. Knowledge of building plans (industrial, commercial, and residential), blueprints, layouts, construction plans, parcel maps, and zoning maps with ability to draft, sketch, and produce drawings or sketches to-scale when needed for permitting or other purposes.
5. Knowledge of planning & zoning field and engineering practices.
6. Ability to read, interpret, and explain complex codes, regulations, and construction contract documents.
7. Skill in identifying technical and operational problems and implementing appropriate corrective actions.
8. Knowledge of, and the ability to administer, the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of computer software including building permitting and inspection software, word processing, spreadsheet and database applications consistent for this position.
10. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
11. Skills in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
12. Ability to work with minimal supervision.
13. Ability to delegate, manage, and supervise projects and staff effectively.
14. Ability to manage construction projects and provide facility condition and assessment reports.
15. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform word processing and/or data entry.
17. Ability to perform complex mathematical calculations required of this position.
18. Ability to oversee and perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Skill in researching and understanding complex written materials.
20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
22. Ability to define problems, exercise sound judgment, and address a variety of situations.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.

24. Ability to maintain professionalism at all times.
25. Ability to maintain confidentiality.
26. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
27. Ability to establish and maintain effective working relationships with others.
28. Ability to work the allocated hours of the position.

#### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting and in the field.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- High School Diploma, or equivalent, with five (5) years of work experience in plan review, permitting, inspection, or building construction supervision
- Supervisory experience

#### **PREFERRED QUALIFICATIONS**

- Associates or Bachelor's Degree in Engineering, Architecture, Construction Management or related field
- ICC Certified Building Official or ability to obtain certification within determined timeframe

#### **OTHER REQUIREMENTS**

- Must possess a valid Driver's license.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

#### **EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

---

Employee Signature

---

Date

---

Employee Printed Name