

**Position Title: BUILDING OFFICIAL**

**Job Summary:** The Building Official is responsible for building, planning, mechanical, and plumbing code inspection, and compliance work, and enforcement of the International Residential Code, and other codebooks, including any Town ordinances. The Building Official evaluates construction plans, associated reports, and permit applications to ensure compliance with all related city, state, and national construction codes, ordinances and regulations. The position may be filled as a part-time employee, or via contract, at the agreement of the Town and the employee.

**Duties and Responsibilities/Essential Functions:**

- ❖ Review plans, drawings and specifications for conformance with building, plumbing and mechanical codes and Town ordinances.
- ❖ Prepare list of items to be corrected prior to issuance of building permits.
- ❖ Conduct building inspections during various stages of construction and remodeling, to ensure compliance with current applicable codes, ordinances, and regulations. Please reference Rancho Viejo Code of Ordinances, Building Ordinance, Chapter 14.
- ❖ Conduct inspections of swimming pools at construction sites for compliance with regulations.
- ❖ Maintain or oversee and monitor the maintenance of files regarding inspection and plan check activities and findings.
- ❖ Perform code enforcement activities of the building ordinances of Rancho Viejo.
- ❖ Advise by written report or oral presentation the Board of Aldermen, the Planning and Zoning Commission, and the Building Committee on non-compliance related to building standards and code enforcement.
- ❖ Investigate citizen complaints involving building, nuisance, health and life-safety issues, and construction site maintenance; work with Town Administrator and Mayor to resolve issues.
- ❖ Perform related duties as required.

**Education (Certification) and Experience:**

- ❖ High school diploma or equivalent.
- ❖ Valid Texas driver's license.
- ❖ Background in and knowledge of various codes and regulations.
- ❖ Five years minimum experience in building construction and reading construction plans.
- ❖ Preferably hold a license as a Professional Inspector from the Texas Real Estate Commission, or obtain such license within one year after employment.

**Qualifications**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the ability to perform each duty proficiently, including:

Knowledge of

- Applicable federal, state, and local laws, codes, ordinances, regulations, policies and procedures related to plan review, building inspection, and code enforcement.
- Building construction, materials, and methods.
- Principles and techniques of building inspection and plans examining work.

Ability to:

- Meet and deal effectively with various officials and agencies, as well as with the public, contractors, developers, and co-workers.
- Deal with the public courteously, tactfully, and professionally.
- Prepare reports, letters, and other documents.
- Interpret and apply pertinent federal, state and local laws, codes, and regulations.
- Read and interpret complex plans, specifications and building codes.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Enforce regulations with firmness and tact.
- Understand and follow oral and written instructions.
- Respect the confidentiality of all files and records pertaining to applicants.

Other Skills:

- The possession of tact, integrity, and common sense.
- Excellent communication and administrative skills.
- Ability to work both independently and as part of a team.

### **WORKING CONDITIONS**

Work is performed indoors and outdoors. Work is performed in office and field environments and requires travel to a variety of locations to perform work. Hazardous areas maybe routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

### **PHYSICAL REQUIREMENTS:**

The Building Official must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, tolerating South Texas heat and elements, traversing rough terrain, working at heights or on scaffolding, and lifting or carrying up to 50 pounds. Job requirements may include the ability to climb, bend and work in tight or confined spaces. The work also involves indoor work involving a computer, and reviewing plans and code books that require the job holder to sit for long periods of time.

### **CONTACTS AND RELATIONSHIPS**

The Building Official is responsible for the inspection of new construction, alterations, or repair of residential and commercial structures to ensure compliance with city ordinances and uniform codes. Work involves coordination with members of the Town staff, as well as considerable contact with private citizens, contractors, builders, and others where firmness, tact, discretion within existing guidelines, and diplomacy are required to secure cooperation and compliance.

Supervision of this position is occasional, consisting of meeting with the Mayor and Town Administrator to discuss policy directives, priorities, tasks, and review of work.