

BUILDING OFFICIAL

**DEPARTMENT : COMMUNITY PLANNING & DEVELOPMENT
BUILDING INSPECTIONS**
FLSA : EXEMPT
CIVIL SERVICE : NOT INCLUDED
BARGAINING UNIT : NON-BARGAINING

GENERAL STATEMENT OF DUTIES

Professional and administrative position under the general direction of the Community Planning & Development Director responsible for planning, organizing and directing the operations and activities of the Building Inspections Department, including plan review, construction permits and inspections and enforcement of building code; also enforces construction codes to ensure public fire safety, life safety and health and, in conjunction with plan review, provides interpretation and suggests alternate methods and materials. Extensive leeway is granted for the exercise of independent judgment and initiative. Supervises and coordinates the work of union and non-union inspectors, technicians and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

These functions are considered essential for successful performance in this job classification.

1. Directs, coordinates, reviews, assigns and evaluates inspection services, including all phases of building construction, heating and air conditioning, plumbing, electrical and life safety inspections for conformance with the City's Code of Ordinances.
2. Reviews all building plans including residential, commercial and industrial projects for compliance with the building, mechanical and energy codes, City ordinances and, to a lesser degree, plumbing and electrical codes.
3. Uses knowledge of building materials, construction methods and codes to advise architects/design professionals, contractors, owners and others on Code minimum requirements during all phases of the design and construction process; coordinates with inspectors to resolve problems during construction; coordinates with Planning & Zoning, Engineering and Fire Rescue on projects or issues that affect those departments.
4. Examines and passes plans for major building construction and alterations.
5. Hears and investigates inspection complaints; assists in preparing cases for submission to City Attorney for prosecution.
6. Understands and explains Code requirements, City policies and review processes and answers technical and procedural questions in a timely, professional and friendly manner orally, graphically and in writing to a diverse client base, including technical and non-technical people with a wide range of expertise.
7. Uses historical building codes in correlation with current construction practices as appropriate; keeps current on new building construction methods and materials; prepares reports pertaining to alternate methods, materials and interpretations.
8. Drafts ordinances governing the municipal inspection program; makes recommendations and facilitates Code changes.
9. Assists with development of annual department operating budget and analyzes and interprets operating and financial reports for Building Inspections; administers department purchasing, expenditures and revenues.
10. Serves as the ADA Compliance Coordinator for the Americans with Disabilities Compliance Commission Board for the City of Waterloo; serves as an ex-officio member on the General Contractors Board of Licensing, Examiners and Appeals; represents the City of Waterloo on the Electrical Board, HVAC Board and Plumbing Board.

11. Answers questions from elected officials, the media, other departments, contractors, design professionals, property owners, State and Federal agencies and the public regarding building inspections.
12. Establishes and maintains processes for plan review, including tracking plans and reviews
13. Supervises, plans, organizes, directs and evaluates the work of staff; develops policies and procedures designed to increase the efficiency and effectiveness of department operations.
14. Attends City Council meetings as necessary and other meetings requiring the expertise of the Building Official; attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in building construction and life safety.
15. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
16. Works independently and with others with minimum supervision.
17. Performs work of a repetitive nature and varied workload pace.
18. Attends work regularly at the designated place and time.
19. Establishes and maintains effective working relationships with other City employees, City Council, Mayor, business and community groups, contractors, State and Federal officials, representatives of the media and the public.
20. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Building Inspections safety rules and regulations.
21. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Comprehensive knowledge of structural engineering practices and building mechanical systems as they related to construction and inspection of commercial, industrial and residential structures; ability to read, understand and work from blueprints, plans and diagrams.
2. Comprehensive knowledge of or the ability to learn the City's Code of Ordinances for building construction, zoning, heating and air conditioning, housing, plumbing and electrical inspection.
3. Ability to interview, select, train, supervise and evaluate staff and to resolve complaints, conflicts and problems with staff and the public.
4. Ability to read and interpret laws, resolutions, ordinances, codes, license specifications and contracts.
5. Ability to understand and follow oral and/or written policies, procedures and instructions.
6. Ability to prepare and present accurate, understandable and reliable reports containing findings and recommendations.
7. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, organize information through use of a computerized database, develop computer-generated reports and update records.
8. Ability to use independent judgment to recognize and solve problems and make decisions and recommendations regarding enforcement of related municipal ordinances and to plan, organize and implement all activities of the Building Inspections Department.
9. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
10. Thorough knowledge of administrative practices, including team building, goal setting and the development of modern office management systems.

11. Ability to communicate effectively and tactfully, maintain harmonious working relationships and respond to questions, concerns and complaints from businesses, civic and citizen groups, contractors, design professionals, property owners, elected officials and the public orally and in writing, using technical and non-technical language.
12. Ability to analyze and interpret data, review materials on a variety of department issues, give recommendations, review operating and financial statements and administrative reports.
13. Decision-making ability to develop rules, policies, regulations, programs and budget for the department.
14. Ability to move physically from one City facility or work site to another by walking or driving a passenger vehicle.
15. Ability to work with diverse groups of people from a broad variety of social, economic, racial, educational, ethnic and cultural backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduate of an accredited college or university with Bachelor's Degree in Construction Technology, Structural or Mechanical Engineering, Architecture or closely related field with minimum five (5) years progressively more responsible experience, including supervisory and administrative experience, in building construction, building inspections, plan review or building maintenance

OR

Associate's Degree in related area with a minimum ten (10) years progressively more responsible experience, including supervisory and administrative experience in the areas previously defined

OR

Any equivalent combination of education, experience and training that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Must obtain within twelve (12) months of employment Certified Building Official certification from the International Code Council (ICC).

3. Current Iowa driver's license and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of ten mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.
4. Strong oral and written communication skills with particular emphasis on communicating effectively with a wide variety of individuals.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively in person and on the phone.
2. Sufficient vision or other powers of observation that permits the employee to review a wide variety of written material, including blueprints, construction plans and diagrams in electronic or hard copy form; also, to safely operate a passenger vehicle.

3. Sufficient manual dexterity that permits the employee to operate a personal computer and related equipment.
4. Sufficient personal mobility and physical reflexes that permits the employee to access various work sites throughout the City by passenger vehicle and to travel out of the area.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including driving, education, employment and criminal history checks on any applicant being considered for this position.
2. Upon employment, must not be directly or indirectly engaged in manufacturing, selling, installing or repairing any building products, fixtures or materials of any kind; also, must not directly or indirectly receive any profit, emolument or compensation other than that fixed by the City Council, on account of the erection, restriction, remodeling or repairing of buildings within the City limits of Waterloo or Black Hawk County.

3. **Must establish residency within Waterloo City limits in time period as determined by Mayor.** (only if considered a dept head).
4. May be required to submit to and successfully pass panel interview and subsequent interview(s) by the Mayor or his designee(s).
5. The City of Waterloo reserves the right to require a physical examination and drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.

WORK SCHEDULE

Generally 7:30 a.m. to 4:30 p.m. Monday through Friday. Must also be available outside of and in addition to these hours for City Council or other meetings and activities that require the attendance of the Building Official. Will occasionally make out-of-town trips.

Minority, female & disabled individuals are encouraged to apply.

A.A./E.E.O