



# VALLEY COUNTY JOB DESCRIPTION

## *Building Official*

**Department: Building Department**

**Reports to: County Commission**

**Pay Grade: 12**

**Date Established: 1/2017**

**Date Revised: 11/2017**

**FLSA Status: Exempt**

**(Currently Non-Exempt)**

### **CLASSIFICATION SUMMARY**

The primary function of the Building Official is to interpret, administer, coordinate, and apply the Building Codes as adopted by the County and State. The Building Official has wide latitude for independent judgment and initiative and directly supervises the Building Inspector position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Trains, coaches, and evaluates Building Department employees;
- Administers International building codes and Valley County building ordinances;
- Reviews construction plans to ensure compliance with building codes;
- Issues occupancy certificates;
- Inspects building projects within County jurisdiction during various phases of construction;
- Observes conditions and issues notices for correction;
- Obtains evidence and prepares report concerning violations;
- Interprets legal requirements and recommends compliance procedures to contractors and owners;
- Keeps inspection records and prepares reports;
- Reviews request for and issues building permits;
- Manages Department annual budget;
- Ensures all commercial plans are sent out for review to contracted agency;
- Issues permits and posts violation and stop-work orders;
- Assists the public with building permit applications and code requirements;
- Coordinates with State inspectors, engineers, officials, and agencies;
- Ensures employees are working safely and proper safety procedures are being followed by employees.
- Must be able to develop and maintain working relationships with the public, fellow employees, and supervisors.
- Must be reliable and arrive to work on time.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent with a Bachelor's degree in a related field preferred;
- Valid Idaho Driver's License;
- Five (5) years of experience in construction trades, construction management, or building inspection;
- ICC Residential Building Inspector certification;
- ICC Commercial Building inspector certification;

- ICC Residential Plan Review certification;
- ICC Building Official certification is required or must be obtained within one year of hire;
- Understanding of principles and standard practices of building construction and inspection;
- Knowledge of County, State, and all other applicable building and construction codes;
- Knowledge of principles and practices of employee supervision;
- Knowledge of principles and practices of municipal budget implementation and compliance;
- Intermediate computer skills;
- Strong customer service skills;
- Ability to read maps, building plans and specifications;
- Ability to read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts;
- Familiarity with document management;
- Ability to perform time management and scheduling functions, meet deadlines, and set project priorities;
- Ability to operate a motor vehicle;
- Ability to listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Ability to work independently and exercise initiative;
- Maintain a professional demeanor at all times, including stressful situations;
- Ability to keep certifications current by accruing rigid continuing educational units.
- Ability to demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The position requires climbing ladders, working in crawl spaces and other confined areas, maneuvering on uneven terrain, and working at varying building heights. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting and construction field sites where the noise level in the work environment is usually moderate with occasional loud construction noise.