

CITY OF POLSON

Building Official

Class Title: Chief Building Official

Department: Community Development

Position: Full time (40 hours per week) Permanent

Rate of Pay: \$\$\$35.00 per hour

Overtime: Occasionally

Working Hours: 8:00 am – 5:00 pm

Work Week: Monday -Friday

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection work to ensure that the International Building Code and other related codes and standards are met.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

May exercise supervision over the Building & Planning Permit Tech, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Issues building, fence and sign permits. Enforces building related codes, including Residential Building Codes, International Building Codes, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations. Performs inspections on new construction and remodels for code compliance. Enforces conformance of the Polson Development Code.

Performs on-site inspections of footings, foundations and framing. May perform electrical hookup, plumbing, mechanical systems inspections, depending on qualifications. Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions. Manages departmental budget as well as other duties assigned.

PERIPHERAL DUTIES

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance. Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties. Assists the Board of Adjustment as needed, and providing required information.

DESIRED MINIMUM QUALIFICATIONS

CITY OF POLSON

Building Official

Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent; and
- (B) Four (4) years of experience in general construction and related fields; or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of International Building and general construction codes and a thorough knowledge of carpentry;
- (B) Skill in the operation of the listed equipment; and
- (C) Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment. One or more International Code Council (ICC) certified; such as IRC, IBC and IMC.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

CITY OF POLSON

Building Official

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

EQUAL OPPORTUNITY EMPLOYER

The City of Polson is an equal opportunity employer and does not discriminate on the basis of race, religion, color, creed, national origin, sex, marital status, family status, religious beliefs, age or mental/physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Polson.

By signing this document, the employee acknowledges the duties and responsibilities contained within as well as has received, read and understands the contents of this document. 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
Signed _____ Date _____

Printed Name _____

Attest:
Supervisor
Signed _____ Date _____

Printed Name _____