

CITY OF GONZALES
POSITION DESCRIPTION

TITLE: Building Official
DEPARTMENT: Community Development

JOB CODE: Full-Time
FLSA: Exempt

SUMMARY: The Building Official plans, directs, and supervises all activities of the city building department in the enforcement of all building codes, laws, Regulations, and ordinances. Reviews construction plans, performs field inspections, writes reports, maintains official records, assists the public in person and over the phone. Supervises building inspectors, administrative support staff and outside third-party vendors. In addition, the position manages special projects as assigned by the City Manager. This position directly reports to the City Manager.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Responsible for all services and activities of the Building Department and related City of Gonzales Code of Ordinances including administering, interpreting, and enforcing adopted building codes, ordinances, and regulations. Recommend modifications to enforcement programs, policies, and procedures as appropriate.
- Prepare the annual Operating Budget request for all operations and/or employees under direct supervision of the Building Official, monitoring and controlling actual expenditures throughout the fiscal year.
- Prepare statistical reports on operations and activities including budget program measurements.
- Provides in-office assistance to the public regarding the process for obtaining building permits, contractor licensing, or meeting state requirements for construction. Review development codes with architects, engineers, and developers; coordinate the permit process between developers and other City departments and divisions; respond to questions; mediate and resolve conflicts and complaints.
- Investigates complaints regarding building code or other city ordinance violations. Works with individuals filing complaints and the owners of property or contractors for compliance.
- Investigates abandoned or deteriorated structures in the City's substandard structure abatement program. Verifies field conditions, makes reports, sends correspondence, posts legal notices, and represents the City of Gonzales at all meetings and hearings in reference to the case, as necessary.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the City Manager; implement improvements.
- Manage, direct, coordinate, and review the work plan for the Building Inspection and meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Serve as the Building department liaison with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- Review and update building and environmental codes to ensure constitutional compliance with state and federal laws; stay abreast of new and amended state and federal codes and ordinances; participate in code development meetings with various municipalities to adopt uniform code requirements.
- Issue citations and testify in court as necessary for building code related violations.
- Stay abreast of new trends and innovations in the field of building inspection and environmental code inspection.
- Manage, direct, and coordinate the work of field personnel.
- Ensure all department equipment, vehicles and tools are properly and adequately maintained to the level of the manufacturer's recommendations or higher.
- Other duties as assigned.

Required Knowledge and Skills:

- Building and construction knowledge of materials and methods used in the construction of buildings and structures.
- Knowledge of technical and administrative aspects of all phases of building plan reviews, inspections, codes, contractor licenses and qualifications necessary to obtain them.
- Must be able to interpret and apply various codes and regulations pertaining to building safety.

- Judgement and decision making weighing the relative costs and benefits of the potential action.
- Writing and information gathering communicating effectively with others in writing and verbally as indicated by the needs of the audience and knowing how to find information.
- Strong project management and organizational skills. Assessing and prioritizing multiple tasks, projects and demands while meeting deadlines.
- Critical thinking using logic and analysis to identify the strengths and weaknesses of different approaches.
- Capable of interacting with all social groups and skill in providing excellent customer service.
- Knowledge of dispute resolution techniques
- Knowledge of comprehensive municipal operations.
- Computer literate with related equipment, hardware, and software

Required Education, Experience and Certificates:

- High School Diploma or equivalent
- Bachelor's degree preferred
- Valid Texas Driver's License
- Registered Code Enforcement Officer-1 years minimum
- Plumbing Inspector-Texas State Board of Plumbing Examiners
- Texas Department of License Registration-Journeyman Electrical License or ICC Electrical Inspector certification
- International Code Council-(ICC) certified within 24 months of hire: Certified Building Official (CBO), Residential Building Inspector (B-1), Commercial Building Inspector (B-2), Building Plans Examiner (B-3)

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting and outside environment
- May be subject to repetitive motion such as typing and vision to monitor
- May be subject to bending, reaching, kneeling and lifting (up to 50 lbs.)
- May be subject to dangerous machinery, exposure to extreme weather conditions, potential for physical harm, hazardous chemicals and infectious diseases

Equipment and Tools Utilized:

- Standard Office Equipment
- Equipment utilized may include City vehicles, machinery, construction and maintenance related tools and equipment.