

**CITY OF GONZALES  
POSITION DESCRIPTION**

**TITLE:** Building Official  
**DEPARTMENT:** Community Development

**JOB CODE:** Full-Time  
**FLSA:** Exempt

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**SUMMARY:** This is an administrative position responsible for enforcing the city's building codes by ensuring that residential and commercial construction complies with applicable codes and ordinances. This position oversees the building, repair, and maintenance of all city structures and handles complaints of substandard housing and property. Has daily contact with the public and contractors requiring tact and courtesy. Is responsible for the preparation of reports and makes decisions requiring mature judgment. Also manages special projects as assigned by the City Manager. This position directly reports to the City Manager for supervision.

*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:**

- Assume management responsibility for all services and activities of the Building Inspection and City of Gonzales Code of Ordinances including administering, interpreting and enforcing adopted building codes, ordinances and regulations.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Community Development Director; implement improvements.
- Select and evaluate Code Enforcement and Building Inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies, provide timely, accurate and thorough Performance Reviews for supervised employees.
- Plan, 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 work flow; review and evaluate work products, methods and procedures.
- Manage and participate in the development and administration of the Code Enforcement annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- Serve as liaison for the Building /Code Enforcement with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
- 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.
- Recommend modifications to building inspection and code enforcement programs, policies, and procedures as appropriate.
- Prepare statistical reports on operations and activities including budget program measurements.
- 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 Inspection and City of Gonzales Code of Ordinances
- 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.
- Establish and coordinate the plans review process for proposed developments.

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- Coordinate the exchange of comments from departments to the developer
- Insure 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:**

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds.
- Knowledge of dispute resolution techniques
- Knowledge of comprehensive municipal operations
- Capable of interacting with all social groups
- Computer literate with related equipment, hardware and software
- Coordinate schedules with all departments
- Professional document preparation
- Effective oral and written communication skills

**Required Education, Experience and Certificates:**

- High School Diploma or equivalent
- Bachelor's degree preferred
- Valid Texas Driver's License
- Registered Code Enforcement Officer-3 years minimum
- Plumbing Inspector-Texas State Board of Plumbing Examiners
- Texas Department of License Registration-Journeyman Electrical License (minimum)
- International Code Council-(ICC) certified in the following within a 24 month period: 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.