

## **CITY OF PERRY JOB DESCRIPTION**

**Title:** Building Official

**Department:** Community and Economic Development

**Reports To:** Community and Economic Development Director

**FLSA:** Exempt

**Date:** February 2019

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### **SUMMARY**

The Building Official is responsible for overseeing the administration and enforcement of the local, state, and federal codes, ordinances, and regulations for all buildings and structures. Responsible for performing zoning and code enforcement and building inspection activities. Administers the permitting, plan review, and inspection process of building construction and alterations, and performs other duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Administers the permitting, inspections and occupancy of construction activities within the City.
- Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties. Proactively advises customers, when possible to alert them to technical issues and problems.
- Enforces a variety of codes, including the City Building Code and Code of Ordinances. Provides technical building advice to City Administrator, City Council, City Boards and Commissions, and the general public.
- Assists with the organization and provides information for the Planning and Zoning Commission and the Zoning Board of Adjustment meetings and assists in reporting of these meetings to the City Council.
- Organizes the registration, tracking, inspection and reporting of the City of Perry Rental Code.
- Oversees the Compliance Officer.
- Minor maintenance and upkeep of city buildings as assigned.
- Other duties may be required and assigned.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Graduation from high school.
- Ability to obtain Electrical Inspection Certification within 12 months of hire

- Ability to obtain additional Certifications including, but not limited to: plan review, plumbing, mechanical, rental inspection, etc.
- Valid driver's license and good driving record.
- Subject to a post-offer drug and alcohol screening and background check.

**Preferred Training and Qualifications:**

- Bachelor's Degree in related field.
- Inspection Certifications.
- Bi-Lingual (Spanish and English)

**MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

**Physical Requirements**

- Driving, climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, felling, talking and hearing.
- Sitting 30 percent of the time, sitting and using arm/leg controls 20 percent of the time
- Standing (but not walking) 10 percent of the time.
- Standing and walking 40 percent of the time.
- Frequently lifting objects less than 10 pounds.
- Routinely lifting objects from 10 to 25 pounds.
- Infrequently lifting objects from 25 to 50 pounds.

**Cognitive Demands**

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an ongoing relationship with outside agencies. Prepare and submit annual budget information and monitor same. Supervise areas as needed.

**Language Ability and Interpersonal Communications**

Abilities in: understanding and following oral and written instruction; supervising work of subordinate staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

**Environmental Adaptability**

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, mechanical hazards, electrical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions.

Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

_____	_____	_____	_____
Employee's Signature	Date	Department Head	Date

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.