

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE: Chief Building Official
JOB CODE: 182
CLASSIFICATION: Exempt
DEPARTMENT/DIVISION: Community Development
SUPERVISOR: Community Development Director

Position Summary:

Under general supervision of the Community Development Director, manages and directs the activities and operations of the Building Program and Housing and Special Projects. Maintains confidentiality of privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities:

- Serves as the department Director as assigned.
- Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the county's mission and values.
- Assists in the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Assists with the department's annual goals and budget recommendations and administers the approved budget and work program.
- Manages and directs the activities and operations of the Building Safety Division programs including, but not limited to, the building permitting system and serves as the County Building Official enforcing the applicable codes, ordinances, and laws of the state and local jurisdiction governing the construction and safety of all structures.
- Initiates, interprets and applies policies relating to the building permitting and inspection program.
- Provides leadership and direction to department staff to ensure the on-going maintenance and good standing of IAS Accreditation.
- Oversees permit processing to insure timeliness for reviews and inspections and accurate documentation of all correspondence relating to processing of permits.
- Reviews building plans for compliance and valid stamps with the currently adopted Building Code, the County Building and Fire Ordinance, the State Building Code, the State Energy Code and ANSI Accessibility Standards; county building codes, recommends changes and modifications. Approves plans and specifications.
- Inspects new construction projects and remodeling to ensure structural and architectural components are in compliance with all building construction and fire codes.
- Provides technical support and guidance to contractors, architects, engineers and homeowners to answer questions and provide information about the application, inspection and correction process.
- Reviews plans and applications before issuance to assure that the required county and state departments have completed their reviews and that all conditions of approval are attached;

assesses and enters fees, conditions of approval and structure information into the software tracking system.

- Prepares and issues a variety of monthly, quarterly and yearly construction and productivity reports to the Community Development Director, county, state and federal entities.
- Coordinates with the State General Construction Bureau and Mobile Housing Commission regarding inspections; maintains current construction and research data for national and state building and fire code approved methods and technology.
- Investigates and resolves complaints received by the State Attorney General's office concerning alleged code violations; maintains records and prepares reports on inspection activities.
- Appears before regulatory departments and committees, as required, for informal and formal hearings involving violations.
- Speaks before civic and professional groups to explain and interpret the county building inspection program; attends technical meetings and conferences.
- Directs the preparation of the annual budget, showing justification for requested appropriations and staffing; administers the approved budget and controls expenditures.
- In the absence of the Community Development Director, may serve as the acting Director.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- An Associate's Degree from an accredited college or university in Construction Management, Building Inspection Technology, Project Management, Engineering or a closely related field.
- Ten years' experience in the Building Trades to include five years' construction management experience with building inspection and plan review.
- Three years of supervisory experience across all years of job-related experience.
- Must possess and maintain certification as a building inspector by the New Mexico Regulation and Licensing Department, Construction Industries Division (C.I.D.).
- Must possess and maintain certification as a Building Inspector by the International Code Council (I.C.C.)
- Must possess and maintain certification as a certified Building Official by the International Code Council (I.C.C.).
- Must possess or have ability to obtain within first 30 days of employment and must maintain a valid New Mexico Class D driver's license.
- Successful completion of the pre-employment physical exam prior to commencing work.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Construction Management, Building Inspection Technology, Project Management, Engineering or related field.
- American's with Disabilities Act Plan Review and Inspection Certified
- ICC Plan Review Certified

Knowledge, Skills, and Abilities:

- Knowledge of advanced principles and practices of community development; including urban and regional planning.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction for department managers and employees.
- Knowledge of procurement procedures and professional contract oversight and practices;
- Knowledge of applicable federal, state, and local laws, codes, ordinances, rules and regulations.
- Ability to select, evaluate, coordinate and quality-control the activities of professional consultants.
- Ability to prepare and develop ordinances, codes, laws, rules, regulations, policies and procedures governing municipal operations and programs.
- Ability to manage departmental budget, analyze and interpret fiscal and accounting records and financial statements.
- Knowledge of building, plumbing, mechanical, fire, life and safety, energy, and state codes, as well as the principles and interpretation of the International Building Code (IBC).
- Knowledge of the development code and the plans processing procedures.
- Knowledge of construction terminology.
- Knowledge of permitting process.
- Knowledge of principles of supervision and personnel management.
- Knowledge of modern methods of building construction and principles of structural engineering.
- Knowledge of legal processes and considerations involved in prosecuting violations of the building codes and ordinances.
- Skill in customer/client relationships, establishing and maintaining effective working relationships with employees and the general public.
- Skill in planning, assigning, directing, coordinating and reviewing the work of inspectors and other departments involved in the permit process.
- Skill in organizing and presenting information clearly and concisely, both orally and in writing.
- Skill in the use of personal computers and related software applications, such as spreadsheets, database programs, project management software and office automation.
- Ability to plan, organize and direct a comprehensive building inspection program in a public agency.
- Ability to gain working knowledge of Los Alamos County Policies and Procedures.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to read, interpret, and perform complex analyses of building plans for major structures.
- Ability to formulate and apply uniform policies and standards for the building inspection program.
- Ability to evaluate legal violations and take appropriate action.
- Ability to speak effectively in public.
- Ability to establish public confidence in the building inspection program, and maintain cooperative relations with other officials and agencies.
- Ability to work under pressure with interruptions and challenging deadlines.
- Ability to review plans, comprehend, and apply technical information.
- Ability to work with general supervision and to maintain complete and accurate records.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain confidentiality.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, carry and climb stairs. The employee regularly lifts and/or moves up to 25 pounds and must occasionally move or lift up to 50 pounds with the assistance of appropriate equipment or another person.

Work Environment:

The work environment may involve exposure to hazards or physical risks and requires following basic safety precautions. Work is performed primarily in a professional office setting with a moderate noise level and may include some outdoor work with exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris. Evening, irregular hours, holiday, and weekend work outside of normal business hours may be required on short notice.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Created: 6/1/2019

Reviewed:

Revised: