

## **POSITION DESCRIPTION**

Title: Deputy Building Official

Department: Building Inspection Department

Job Analysis: Dec 1986, Nov 1998, Aug 2005, Sept 2011, Aug 2015, [Aug 2019](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Building Official

Subordinate Staff: Building Inspectors, Office Administrator, OA IV staff

Internal Contacts: Members of Building Inspection Department, County Commission, County Employees

External Contacts: Contractors, Architects, Engineers, General Public

Status: Classified/Exempt (EC-8)

### **Job Summary**

Inspects buildings to insure compliance with the International Building Codes and other building, construction codes and ordinances. Compliance is ordered when deficiencies or infractions are discovered. Explains and interprets codes, ordinances, etc., as requested. In the event of the absence of the Building Official has all the responsibilities and permission to enforce codes, in accordance with the responsibilities of the Building Official and Deputy Building Official as defined in the International Building Codes. Supervises staff at the Fairhope office on a daily basis.

### **Job Domain**

#### **A. Site Inspections**

1. Make inspections of old and new building structures, swimming pools, other structures to ensure that they meet approved plans, building, fire and other applicable codes and ordinances.
2. Require corrections to be made when deficiencies are discovered.
3. Assist builders and owners in determining how such corrections may be made to achieve code conformance.
4. Inspect old and dangerous structures which may be subject to condemnation especially for fire and safety hazards.

5. Check sites of demolished buildings for compliance to County requirements.
6. Make assigned inspections of a residence including foundation, roof, chimneys, floors, walls, etc., write detailed report of findings.
7. Notify owners and tenants of violations both verbally and in writing.
8. Inspect for life safety compliance and structural compliance (single family dwellings only).

#### B. Office Duties

1. Supervise OA IV and Building Inspector in Fairhope office.
2. Perform Personnel appraisals for OA IV & Building Inspector.
3. Operate AS400 Building Inspection program to issue required permits for contractors and/or owners.
4. Consult with and advise persons concerning constructural matters.
5. Explain and interpret codes, specifications, trade publications, etc., as required.
6. Maintain daily log of inspections performed.
7. Review and study building codes, revisions, directives, etc.

#### C. Plan Review & Evaluation

1. Review plans for compliance with electrical, mechanical, plumbing and building codes, as needed.
2. Must have ability and training to effectively administer flood regulations, approve elevation certificates and issue and approve Floodplain Development permits in flood prone areas.

#### D. Miscellaneous

1. Provide information on building requirements in the field and by telephone.
2. Perform area surveillance for unpermitted building construction.
3. Responsible for routine maintenance on county vehicle.
4. Make inspections on mobile homes including tie-down, electrical connection, sewer hookup, in compliance with applicable codes.
5. Inspect temporary electric installation for compliance with utility companies' requirement.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate effectively at all levels with all persons involved in the building trades.
2. Math skills to compute square footage, cost of permits, electrical, mechanical, plumbing requirements.
3. Skills to communicate effectively with general public and various government agencies.
4. Reading skills to understand building codes, construction reports, plans, blueprints, etc.
5. Good knowledge of all types of building construction materials and methods and stages of construction at which possible violations and defects may be most easily observed and corrected.

6. Good knowledge of International Building codes, local building codes and related laws and ordinances.
7. Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation.
8. Ability to read and interpret plans and compare them with construction in progress.
9. Ability to determine inspection priorities when appropriate.
10. Ability to establish and maintain effective working relationships with builders, owners, contractors and public.
11. Ability to suggest modifications which will bring structures into code compliance.
12. Ability to work independently and to make decisions requiring technical discretion and judgment.

### **Other Characteristics**

1. Must be willing to travel throughout the County and on technical trips.
2. Willing to work nonstandard hours as necessary.
3. Willing to travel out of County as needed.
4. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

### **Minimum Requirements**

1. Two (2) years trade school or college course work in the building and construction trades and/or considerable related experience.
2. Possess a valid driver's license.
3. Certified Building Official by ICC (International Code Council), ~~required~~ preferred.
4. Certified as a Floodplain manager by the ASFPM (Association of Floodplain Managers), ~~required~~ preferred.