

## **POSITION DESCRIPTION**

Title: Building Official

Department: Building Inspections

Job Analysis: January 1984, May 1993, May 2001, May 2006, November 2010, January 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position 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: County Commissioners

Subordinate Staff: Building Inspectors, Office Administrator/Mitigation Coordinator, Office Assistants and Permit Technician

Internal Contacts: County Employees, County Administrator, County Commission and other Elected Officials

External Contacts: Contractors, Plumbers, Electricians, General Public, Architects and Planning Boards

Status: Appointed Contract/Exempt (A/E)

### **Job Summary**

Coordinates and supervises building program activities and inspections that relate to construction. ADEM Coastal Program and planning. Administers the Southern Building Code/International Building Code including the issuance of building permits for review and approval of building plans and inspection of buildings to ensure compliance with appropriate codes. Meets with interested citizens, architects, contractors, etc., on special questions and problems. Enforce compliance with the Baldwin County Flood Damage Prevention Ordinance. Consults with architects and engineers in relation to proposed structures. The Building Official coordinates with the County Commission, the County Administrator and the Department Heads.

### **Job Domain**

#### **A. Supervision**

1. Supervise and direct the work of inspectors and office staff.
2. Responsible for training staff.
3. Maintains records of employee performance for merit and pay increases.

## B. Planning

1. Formulate policies, plans and schedules for the department.
2. Develop and outline procedures and policies concerning departmental activities.
3. Draft and make recommendations to County Commission for departmental changes regarding policies and staff.
4. Prepare departmental budgets for Building Inspection.

## C. Operations Management

1. Make recommendations to County Commission regarding existing codes or proposed new codes.
2. Coordinate and enforce the Building Code regulations.
3. Explain and interpret code to architects, engineers, contractors, owners and other interested persons.
4. Report code violations to appropriate officials.
5. Perform engineering calculations and check on complicated or unusual structures.
6. Respond to technical questions from industry, architects, engineers and general public.
7. Approve and disapprove applications for building permits.
8. Coordinate and work with other public inspection departments such as utilities and Corp of Engineers.

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

1. Skills to communicate effectively with engineers, architects, general public, etc.
2. Skills to perform complex mathematical operations.
3. Skills to communicate technical knowledge and express ideas effectively.
4. Skills to understand maps, drawings, layouts, blueprints, codes, etc.
5. Thorough knowledge of Southern Building Codes and International Building Codes.
6. Thorough knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities.
7. Ability to perform structural plan reviews.
8. Ability to supervise small staff.
9. Ability to establish and maintain effective working relationships with employees as well as architects, contractors, engineers, etc.
10. Knowledge of current literature, trends and development in the field of building inspection, code enforcement and zoning.
11. Thorough knowledge of governmental regulations involving building in flood prone areas.
12. Extensive experience in building trade or inspection of work including considerable experience in building construction; or any equivalent combination of acceptable training and experience.

### **Minimum Qualifications**

1. Must possess a valid Alabama driver's license.
2. Must be willing to travel throughout the County.

3. Be certified as a Building Official by the Southern Building Code Congress and International Building Code within 1 year of appointment.
4. Related associate's degree or equivalent experience in related field.