



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: CHIEF BUILDING OFFICIAL		GRADE: 11
DEPARTMENT: PLANNING		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
APPROVED BY: _____ City Administrator		_____ Date
_____		_____
Human Resources		Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Building Inspection Division within the Planning and Building Department, including building inspection and enforcement of state laws, codes, and local ordinances dealing with the construction of new buildings and the alteration, use, and ongoing safety of existing buildings; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Planning, Building, and Environmental Services.

SUPERVISION AND GUIDELINES:

SUPERVISION

Supervision is provided by the Director of Planning.

SUPERVISION EXERCISED

Responsibilities include direct supervision over assigned staff.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Assume management responsibility for assigned services and activities of the Building Inspection Division including enforcement, interpretation, and implementation of the New Mexico Building Code, Uniform Building Code and related City ordinances, customer service at the front counter, application intake, plan review, issuance of building permits, building inspections, and code enforcement.

2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for building inspection staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate building inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Administer the building permit appeals process; administer permit tracking system and building inspection records maintenance.
8. Participate in and manage the building inspection function related to structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
9. Assign, supervise, and review plans and specifications relating to structural, electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
10. Serve as the liaison for the Building Inspection Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
11. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
12. Provide responsible staff assistance to the Director of Planning, Building, and environmental Services to conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to inspection programs, policies, and procedures as appropriate.
13. Attend and participate in professional group meetings and code hearings; maintain awareness of new trends and developments in the field of building inspection; incorporate new developments as appropriate.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in:

- Operational characteristics, services, and activities of a building and code inspection and enforcement program.
- Principles and practices of building inspection
- Principles and practices of program development and administration.
- Methods and techniques of construction.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

- Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.
- Fire safety codes; uniform codes affecting building inspection.
- Working knowledge of seismic and energy considerations in design and construction of buildings and structures.
- Grading, erosion control, drainage and flood control methods and standards.
- Pertinent federal, state, and local laws, codes, and regulations related to zoning, building construction, electrical work, plumbing and gas installations and mobile homes.

Skill in:

- Read, interpret, and analyze plans for major structures.
- Visit construction sites and conduct building code inspections.
- Conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Oversee and participate in the management of a comprehensive building inspection and enforcement program.
- Oversee, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of Division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Work with professional architects, engineers, builders, and the general public.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret, and explain specific building codes, ordinances, and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the County before other agencies and groups on building inspection and enforcement matters.
- Make effective presentations before large and small groups of people.
- Coordinate division services with other programs and services within the County and with outside organizations, and agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.

Ability in:

- Work in a standard office setting and outdoor field environment with some travel from site to site.

- Work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.
- Work extended hours including evenings and weekends.
- Stand or sit for prolonged periods of time.
- Occasionally stoop, bend, kneel, crouch, reach, and twist.
- Lift, carry, push, and/or pull light to moderate amounts of weight.
- Use repetitive hand movement and fine coordination including using a computer keyboard.
- Verbally communicate to exchange information.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Education:

- A Bachelor's degree from an accredited college or university with major course work in architecture, engineering, construction technology, planning, or a related field.
- Six years of increasingly responsible building inspection experience including four years of administrative and supervisory responsibility.
- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities will be considered.

License or Certificate:

- Possession of a Certified Building Official certification from International Code Council (ICC).
- Possession of a Plans Examiner certification from the International Code Council (ICC).
- DSA CASp certification is desirable. (Division of State Architect – Certified Access Specialist)
- Possession of a valid driver's license.

*Any license, certification, or registration required for this position shall be maintained (i.e., active and in good standing) at all times during employment with the City of Sunland Park as per Personnel Policy. For continued employment, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

ENVIRONMENT AND PHYSICAL FACTORS:

ENVIRONMENT:

Most work is done outside in all kinds of weather, exposure to noise, odors, fumes, dirt, cleaning chemicals, dust, grease burns, and other hazards related to the field.

PHYSICAL:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work includes moderate to heavy lifting (up to 100 pounds); prolonged periods of standing; stooping, reaching, crawling, and climbing; manual dexterity.

While performing the duties of this job, the employee is occasionally required to sit for extended periods of time, stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, reach with hands and arms, and sit, talk or hear.

