

CHIEF BUILDING OFFICIAL

DEPARTMENT: (2470)

SALARY GRADE: 57

Date Created / Revised:

FLSA CLASSIFICATION: Exempt

06/03/2023

General Statement of Duties: Performs complex technical and administrative work planning and administering the activities of the Building Department; does related work as required.

Distinguishing Features of the Class: This is responsible administrative and technical work in directing all activities and programs of the Building Department. Work in this class involves responsibility for planning, developing staff and coordinating with other departments in the efficient administration of all ordinances and provisions of the municipal building and mechanical codes, and zoning ordinances, to assure adherence to specified standards of materials, workmanship and safety, and for the enforcement of zoning and related ordinances. Supervision is exercised over a staff of inspection and independence within the framework of established policy, and is responsible for maintaining the codes current with new advances and trends. Supervision is received from the Director of Development Services who reviews work through conferences and reports, and by the effectiveness of the inspection program. The incumbent participates on Zoning Appeals Board and Board of Building Codes.

Essential Functions of Position:

- supervises, directs and participates in the enforcement of the building and mechanical codes, and zoning and sign ordinances for safety, health and welfare of the public;
- confers with property owners, architects, engineers, attorneys, contractors and other interested parties pertaining to proposed construction as related to municipal building and mechanical codes, and zoning ordinances;
- establishes all building and related code and zoning ordinances interpretations, and formulates divisional policies;
- prepares and recommends amendments to and revisions of building, mechanical, licensing, and related codes and ordinances;
- consults with contractors, architects, engineers and various civic groups relative to proposed changes in municipal codes and ordinances via the adoption of detailed local codes and ordinances or of national codes "by reference";
- issues building permits and licenses;
- reviews zoning controls and receives applications for zoning appeals;
- makes final decisions in disagreements between staff and applicants for permits;
- personally makes some of the more difficult inspections and/or in the absence of the staff;
- supervises substandard housing and sign inspection program;
- attends meeting of Board of Zoning Appeals;
- supervises maintenance and repairs of municipal building;
- maintains all architectural renderings on proposals and on all municipal buildings;
- performs related tasks as required.

Required Knowledge, Skills and Abilities: Comprehensive knowledge of all types of building construction materials and methods, and stages of construction when possible violations and defects may be most easily



observed and corrected; comprehensive knowledge of engineering as applied to designs of reinforced concrete, steel, timber and other structures, and skill in making complicated engineering and mathematical calculations, and the use of engineering devices and reference materials; thorough knowledge of municipal building and related codes, and zoning and related ordinances; thorough knowledge of civil engineering principles as applied to building and utility design; ability to read and accurately interpret plans, specifications and blueprints; ability to assign, supervise and review the work of a moderately large staff of subordinates inspectors and to give advice on difficult inspections, procedural and related problems; ability to make inspection of a variety of public industrial, commercial and residential buildings for conformance with municipal codes, ordinances, regulations and construction standards; good professional judgment. Extended periods of sitting at a workstation or desk and walking. Manual dexterity to work efficiently on typewriter and/or computer keyboard for data entry.

Strong customer service and communication skills are a must.

Acceptable Experience and Training: Graduation from a college or university of recognized standing with major course work in structural engineering or architecture and extensive experience in the design, construction or inspection of building structures; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Other Requisites: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

EEO Statement:

The City of Johnson City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,



religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Statement of Affirmative Action:

It is the policy of the City of Johnson City to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, the City of Johnson City will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout the City of Johnson City. A notice explaining the company's policy will remain posted.

This job description has been approved by:

Signature

Title

Date



Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Signature

Date

Copy to: Employee
Human Resources