



Town of Carefree
April 2023

Building Official

SALARY RANGE

DOE

SUMMARY:

Under the general supervision of the Town Administrator, responsible for overseeing the implementation of the Town's Building Code and related Town Ordinances.

MINIMUM QUALIFICATIONS:

Certification, Education and Experience:

Requires ICC Certification as Certified Building Official and equivalent to a minimum of five years of experience in building construction, surveying, plumbing, electrical, including a minimum of three years of experience as a municipal Building Inspector and a minimum of one year of supervisory experience.

Knowledge, Skills and Abilities Knowledge of:

- All types of building construction, materials, methods and all phases where possible violations and defects may be discovered and corrected.
- Work involves extensive public contact of a specialized nature requiring significant knowledge of building, plumbing, mechanical, electrical, fire and zoning codes.
- Municipal building codes and ordinances.
- Basic supervisory principles and practices.
- Advanced Survey practices & principles
- Microsoft Windows Office products.

Ability to:

- Read and interpret plans and specifications accurately and compare them to work in progress; detect inferior materials and identify life safety violations.
- Communicate with contractors, the general public, policy makers, supporting staff and other interests in non-technical terms.
- Observe, review and check the work of supporting staff members to ensure conformance to standards.
- Read and visually interpret complex blueprints and specifications.
- Determine work priorities and accomplish work with minimal supervision.
- Read and interpret all applicable codes, plans and specifications.
- Detect deficiencies or deviations from approved plans during on-site inspections.
- Follow through to ensure that final Town inspections are completed in a timely manner.
- Be responsive and customer service oriented.
- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.
- Make mathematical calculations and draw logical conclusions.

- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Attend or conduct various meetings as needed.
- Establish and maintain effective working relationships with co-workers, supervisors, contractors, building owners and the general public.
- Determine valuation of commercial and residential construction.

ESSENTIAL FUNCTIONS:

The following duties and responsibilities of this position may include, but are not limited to, any combination of the following tasks:

- Supervises and coordinates the activities of the Building Department including contracted support services.
- Performs field inspections. Approves work conforming to regulations; detects code violations and re-inspects to determine compliance; explains verbally and/or in writing - violations and the corrections necessary.
- Perform plan checks of construction documents for compliance with adopted building codes, ordinances, laws and regulations.
- On call 24 hours, 7 days a week to determine safety issues of structures following emergency and natural disasters.
- Provides code interpretations and other essential information to contractors and the general public regarding building requirements and inspection procedures.
- Prepares written reports related to inspections, workload and field problems.
- Coordinates and presents all building code updates to the Town Council.
- Uses appropriate safety considerations in execution of job responsibilities.
- Performs other duties as assigned.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

To successfully perform the essential functions of this position the following descriptions represents the typical physical demands and work environment that must be met by an employee.

- Read and visually interpret complex plans quickly and accurately and compare them to work in progress.
- Operate a variety of standard office equipment, including a computer terminal, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement. Operate measuring devices, camera, ladder, or other equipment as necessary to complete essential functions.
- Travel to/from various locations for meetings and site inspections.
- Operates a town motor vehicle to respond to customer inquiries at job sites.
- Exposure to environmental conditions including dirt, temperature extremes, unsafe structures, heights and hazardous situations on construction sites.
- Access areas at elevated levels climbing ladders, stairs or scaffolding in order to inspect for proper installation and at heights greater than ten feet to make inspections on walls, roofs, attics and crawl spaces.
- Reach, grip and move debris to gain access to or expose construction for inspection.
- Moderate physical effort typically involving some combination of stooping, kneeling, crouching and crawling.

- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- Walk across trenches and dirt piles.
- Distinguish the full range of the color spectrum in order to verify compliance with applicable electrical and other building material color codes.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.