

TITLE: Building Official JOB CODE: 1023

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under limited supervision, conducts inspections of residential, public, commercial and industrial buildings to ensure compliance with recognized building codes.

Distinguishing Characteristics: None.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Reviews and approves residential, commercial and industrial plans and specifications for compliance with existing building codes adopted by the County.
- Inspects residential, commercial and industrial buildings and structures to assure that construction, alteration or repair work is in compliance with existing codes and that building and mechanical construction is in accordance with approved plans
- Accepts, processes, investigates and ensures resolutions to potential citizen-initiated code violations; maintains records of citizen inquiries and complaints and tracks status of resolution; notifies citizen or other parties of the status of inquiries.
- Issues building permits and other construction alteration permits; computes, collects and accounts for related fees; and compiles written reports and maintains files.
- Reviews material from building and construction related organizations, product manufacturers and testing agencies to remain informed of the latest developments in building inspection practices.
- Provides information and inspection services to various branches within the County who are involved in construction projects including oversight of water and sewer line construction.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of state and municipal codes and regulations regarding industrial, commercial and residential construction and mechanical installation.
- Knowledge of all types of building construction materials, methods and accepted safety standards.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in reading and interpreting residential, commercial and industrial building blueprints, plans and specifications.
- Skill in following and effectively communicating verbal and written instructions.

JOB DESCRIPTION

Building Official

- Skill in establishing and maintaining effective working relationships with building contractors, peers and the general public.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Associate Degree in Engineering or a closely related field.
- Five years of experience in building inspection.
- Building Inspection certification.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- Subject to standing, walking, sitting, bending, reaching, kneeling, climbing, and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

• Special Equipment includes personal computer, standard office equipment, construction calculator, tape measure, testers and drafting tools.