



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	CHIEF BUILDING OFFICIAL		
Department:	Community Development		
Supervisor:	Community Development Director		
Date:	August 2012, Revision 1	Position No.	CE/2
FLSA Status:	Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for directing, managing, and supervising the city's code enforcement activities.

Job Scope:

The purpose of this position is to direct, manage, supervise, and coordinate the city's code enforcement activities. Successful performance ensures the enforcement of city codes.

Essential Duties and Responsibilities:

1. Assists the Community Development Director with development projects and community planning.
2. Oversees the enforcement of the building and construction ordinance as adopted by the city; conducts inspections when necessary; reviews plans, specifications and other documents for code compliance.
3. Consults with contractors, architects, engineers, and developers regarding building plans and zoning and construction codes.
4. Coordinates zoning and land development review, inspection, and compliance.
5. Manages and supervises the department staff; assists staff with difficult technical or administrative issues.
6. Prepares revisions to city codes, ordinances, and local regulations; provides technical building code advice to department staff, other city employees; explains, interprets, and provides guidance regarding codes to architects, engineers, contractors, developers, and other parties.
7. Develops and implements department policies and procedures.
8. Researches problems and complaints concerning commercial and residential building, building construction, and code compliance; resolves complex customer service issues; coordinates plan reviews, permits, inspections, and enforcement actions.

9. Provides staff support to the City Council and Planning and Zoning Commission, Board of Adjustments, and Board of Appeals.
10. Represents the Community Development Department in the absence of the Community Development Director or as directed.
11. Acts as the community flood plain administrator.
12. Assigns or modifies addresses for parcels as required.
13. Conducts Development Review Committee, Board of Adjustment and Board of Appeal meetings, prepares agenda, conducts public hearing, reviews policies and procedures and recommends changes as warranted; educates board members regarding their role and scope of powers.
14. Prepares and directs preparation of correspondence, reports, procedures, ordinances, and other written materials.
15. Drafts ordinances pertaining to construction, plumbing, mechanical, and electrical work.
16. Assigns work and supervises staff; conducts performance evaluations.
17. Prepares cases for prosecution and testifies in court.
18. Assists with developing the annual department budget.
19. Speaks to local civic groups and organizations.
20. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED supplemented by specialized courses in building construction principles, practices and techniques
2. 5 years of experience in Building Inspections / Code Enforcement and experience involving structural, housing, electrical and plumbing inspection work. Supervisory experience is desirable.
3. Possession of appropriate Building Official certification(s) or must be able to obtain necessary certifications within an agreed upon time frame.

4. Proficient with Microsoft Office Suite of Products
5. Knowledge of municipal government practices preferred
6. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of construction building codes, zoning ordinances, and city ordinances.
2. Skill in developing and implementing long-range plans.
3. Skill in reading maps, blueprints, and drawings.
4. Knowledge of architectural and engineering practices relating to the construction industry.
5. Knowledge of management principles and practices, including budgeting, policy and procedure development, and personnel supervision.
6. Knowledge of the principles and practices of code enforcement.
7. Skill in establishing priorities and decision making.
8. Skill in the using a computer, various software programs, and other standard office equipment.
9. Skill in preparing and presenting reports and written communication
10. Skill in public and interpersonal relations.

Guidelines:

1. City codes and ordinances, building codes, state and federal regulations and construction standards.
2. City and department policies and procedures.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied administrative, supervisory, and technical duties relating to code enforcement. Changing priorities and the need to enforce codes contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, developers, contractors, builders, plumbers, architects, engineers, business owners, real estate agents, excavators, utility providers, elected officials, other city employees, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Building Inspector, Code Enforcement Officer, and the Administrative Assistant.

Physical Demands:

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

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.