



Job Description

TITLE: Chief Building Official
DEPARTMENT: Community Development
DATE: 11-03-2020
GRADE: 20
EEO: Professionals
FLSA: Exempt

DEFINITION:

Performs technical and administrative work including responsibility for on-site inspections and review of construction plans and specifications for compliance with city-adopted construction codes. Insures that all construction within the city (structural, electrical, mechanical, and plumbing) complies with the National Electrical Code, Uniform Building, Mechanical, and Plumbing codes, state statutes, and city ordinances.

SUPERVISION RECEIVED:

Works under the administrative direction of the Community Development Director with minimal supervision. Work is discussed and reviewed while in progress at key stages, or when unusual situations arise. Expected to function independently by using initiative to plan, supervise, and execute assignments and supervisory responsibilities.

SUPERVISION EXERCISED:

Provides administrative direction to the Building Division, including Building Inspectors, Plans Examiners, secretaries and other support staff; and others as designated by the Community Development Director; exercises detailed “hands on” supervision in the assigning and reviewing of work.

ESSENTIAL FUNCTIONS:

Serves as Building Official for Draper City.

Manages daily operations of the Building Division.

Prepares and submits Building Division budget.

Evaluates building permit fees and impact fees consistent with the City ordinances and regulations.



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Examines plans and specifications of residential, commercial, industrial, public and other developments to ensure compliance with building codes.

Directs and organizes combination inspection activities.

Performs complex and detailed plan checks of major projects and performs or supervises the more technical and comprehensive inspections of industrial or commercial building and construction activities within the City.

Examines and reviews inspections of structural, plumbing, mechanical and electrical installations to ensure compliance with adopted codes.

Promotes a high level of customer service in the Building Division and promotes good public relations.

Reviews and approves plans and layouts, prior to issuance of permits; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations.

Assembles and writes reports and maintains records of work performed.

Coordinates construction inspections with other city departments, contractors and developers.

Makes code interpretations.

Hires inspectors and plans examiners as needed.

Provides or coordinates staff training.

Works with employees to correct deficiencies and recommend discipline procedures.

Provides technical and administrative assistance to the Community Development Director.

Other duties as assigned.

Knowledge and Skills:

Considerable knowledge of adopted building, mechanical, plumbing and electrical codes; building codes and all other building related codes and ordinances as adopted by the State of



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Utah or Draper City; advanced building code issues including basic engineering design and principles concerning the resistance of both lateral and vertical loading; basic drafting techniques; principles of supervision, training and performance evaluation; methods and practices involved in construction; contract administration; computer equipment; quality service practices; safety issues and liability reduction.

Must have a valid Utah driver's license.

Ability to:

Ability to conduct combination inspections; perform difficult structural inspections; make presentations to groups and train staff members; read and understand drawings, diagrams and specifications for construction projects; communicate clearly and concisely, both orally and in writing; communicate and deal effectively with architects, engineers, contractors and the general public; supervise staff and prepare performance reviews; establish and maintain cooperative working relationships with those contacted in the course of work; deliver quality customer service; propose and administer change within the department.

Ability to resolve differences of opinion in conducting inspections based on applicable codes, laws and regulations.

Education and Experience:

Must possess a combination of experience, certification, training or education that satisfactorily demonstrates the knowledge, skill and ability to complete the job.

Must have minimum of five years inspection experience in building code enforcement as a building official, inspector, plans examiner, or comparable private sector position required. Position requires ICBO certification in Building Inspection or Plans Examiner. Three years of work experience in a supervisory or managerial capacity; certification as a Building Official by the CABO; two years of college level course work in a related field is desired. Additional ICBO certifications and Combination Inspector certification is highly desirable.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or



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contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.