

TITLE: Building Official

DEPARTMENT: Community Development, City of Franklin

JOB SUMMARY: Under the direction of the Community Development Director, this position performs complex technical duties in enforcement of all State adopted codes and the National Flood Insurance Program (NFIP), through supervises, assigns, reviews, and participates in the work of staff responsible for the inspection of buildings and structures in all stages of construction, alteration, and repair; enforces building, plumbing, electrical, and mechanical codes; reviews building plans and specifications for conformance with applicable codes and issues permits; conducts nuisance abatement actions as required; provides professional and technical assistance to department staff in assigned areas of responsibility; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. Frequent interpersonal contact within and outside the organization demanding a high degree of tact and diplomacy to conduct difficult negotiations is required.

FLSA: Non-Exempt

MAJOR DUTIES:

- Directs the enforcement and interpretation of the Virginia Uniform Statewide Building Code (VUSBC) and local ordinances, reviews change in, additions to, and implements ordinance updates as required.
- Performs building inspections.
- Review and approve all building plans, specifications, and calculations for construction within the City to ensure compliance with applicable codes.
- Directs issuance of all building permits and certificates of occupancy, and the collection of all related fees.
- Coordinates with the Floodplain Administrator to ensure all building construction is in compliance with NFIP guidelines.
- Directs the regulatory enforcement activities associated with the VUSBC, and the Board of Building Code Appeals.
- Confers with and provides professional assistance to members of other City departments on matters related to functional areas of responsibility.
- Ability to resolve conflicts between customers and Building Department staff regarding compliance with department policy and codes.

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- Maintains a working knowledge of the current trends in construction and in building codes, both on the State and National levels.
- Administers oversight and monitors for compliance with the American with Disability Act (ADA) program.
- Develop and provide periodic reports on construction activity and workload indicators.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of operations, services, and activities of a comprehensive building inspection program.
- Principles, practices, and techniques of plan checking and building inspection.
- Building construction principles and practices, including familiarity with building, plumbing.
- Knowledge of current literature and recent developments in the field of planning.
- Demonstrated knowledge and experience in the design, construction and inspection of public, commercial, industrial, and residential buildings.
- Knowledge of personal computers for use in word processing, electronic communications, and research.
- Skill in coordinating multiple-unit activities to achieve targeted results.
- Skill in the supervision of personnel.
- Skill in oral and written communication.
- Skill in the operation of two-way radio communication system.
- Skill in comprehending, understanding, and interpreting complex and technical information.
- Ability to independently assess and resolve complex code interpretations.

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- o Ability to administer and participate in the inspection of buildings under construction, alteration or repair for compliance with uniform codes and City ordinances.
- o Ability to administer and participate in the examination of plans and specifications of all level of buildings to be constructed or remodeled for compliance with the uniform codes, City ordinance, and other pertinent regulations.
- o Ability to read and interpret architectural and/or construction plans, blueprints and sketches.
- o Ability to perform fieldwork under all weather conditions, including navigating through rough or undeveloped sites and climbing stairs as needed.

**SUPERVISORY CONTROLS:** The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include state building codes; grant regulations; the Code of Virginia; and City codes, policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

**COMPLEXITY:** The work consists of varied management, administrative, and supervisory duties. The diversity of tasks contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to administer and enforce the City's building and construction codes. Successful performance in this position contributes to the well-managed growth and development of the City.

**PERSONAL CONTACTS:** Contacts are typically with other City personnel, elected and appointed officials, architects, engineers, developers, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, or stooping. This position requires light work necessitating the frequent exertion of up to 10 pounds of force, occasionally up to 20 pounds of force, and a negligible amount of force constantly to move objects; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to

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operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information. See in the visual range with or without correction. Hear in the normal audio range with or without correction.

**WORK ENVIRONMENT:** The work is typically performed in an office with some travel to perform inspections. This position often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Occasionally required to work extended hours and is subject to call-out 24 hours a day. Extensive opportunity and requirements to interact with other municipal employees, contractors, the general public, federal, state, and local officials, and other individuals or groups doing business with the City.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Building Inspector/Code Enforcement (2).

**MINIMUM QUALIFICATIONS:**

- o High school diploma or GED and three (3) years of experience in construction code and administration and enforcement or closely related field, or any equivalent combination of training and/or experience that provides the required knowledge and abilities.
- o Knowledge and level of competency commonly associated with two years of college or any combination of related experience in a course of study related to the occupational field is preferred. Three (3) years of experience as a Chief Building Official may be substituted for this preference.
- o Possession possess designated professional certifications (Combination Inspector, Plans Examiner, Certified Building Official) from the Virginia Department of Housing and Community Development.
- o Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate, or will obtain and maintain such a Certificate within eighteen (18) months of beginning employment.
- o Previous experience and/or training involving floodplain management is preferred but not required.
- o Possession of or ability to readily obtain and maintain a valid driver's license issued for the type of vehicle or equipment operated.

Date Approved: June 16, 2020