



BUILDING OFFICIAL

JOB DESCRIPTION

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| Department: Community Development Services | Division: Building Safety |
| Work Location: City Building | Percent Time: Full-time (100%) |
| Job Type: Civil Service | FLSA Status: Exempt |
| Reports To: Community Development Director | Union: Non-Union |

JOB SUMMARY

The Building Official is responsible for enforcing compliance with City codes and ordinances pertaining to all new construction and existing housing, including electrical systems, plumbing and mechanical systems, and occupancy to ensure the safety of the built environment. Coordinates with representatives from the development and construction industry to ensure a fair and reasonable construction review process; handles citizen complaints; supervises, assigns, and coordinates work of inspectors. Interprets building codes, issues permits for building construction and demolition, inspects building construction, including the most complex and time-sensitive commercial building projects for compliance with applicable codes, and may assist in preparing the budget for the Building Safety Division. Conducts training sessions and verifies inspection records for subordinates. Reviews plans for compliance with building codes and zoning ordinances. The incumbent is also responsible for leading the plan review process and coordinating projects and tasks with multiple departments and representing the department as an expert in code interpretations, permit requirements, and other highly technical inspection matters and issues.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Effectively coordinates the day-to-day activity of both the Inspection and Code Compliance Sections of the Building Safety Division, including caseload management, employee activities, and coordination of program requirements.
- Supervises the daily work of inspectors by monitoring workloads, establishing procedures, providing supervision, approving requests for time-off, verifying accurate inspection records, and monitoring inspection procedures for policy compliance. Supervises staff by participating in the selection process, coordinating training, conducting performance reviews, establishing achievable goals, and monitoring employees' progress towards those goals. Conducts team meetings to discuss inspection issues and topics for educational purposes. Trains and mentors inspectors on City of Urbana codes and inspection processes and procedures.
- Inspects new and existing construction in residences, businesses, and other buildings for conformance with safety standards, laws, and codes; orders corrective action and inspects for

compliance.

- Determines whether work requires permits.
- Issues permits and collects fees for building construction and demolition, sign, fence, remodeling, and certification of occupancy; maintains records of permits issued and fees collected.
- Investigates complaints regarding construction done without permits; illegal occupancy; and zoning violations through both observation and speaking with the public.
- Reviews building plans for compliance with state, national and municipal building construction codes; City zoning ordinances, and pertinent laws, and advises relevant parties regarding compliance needs.
- Coordinates and disseminates the plan review documentation to the applicable departments, aggregating the plan review responses into a cohesive plan review response, creating a record of the review documents in the cloud based review portal, chaperoning the review process to completion.
- Meets with potential developers and builders about preliminary projects to provide guidance through the submittal process.
- Oversees licensing process for electrical contractors, rental registration, waste haulers and mobile homes.
- Inspects new and existing fire suppression and fire sprinkler systems for conformance with national fire protection association codes and ordinances; responsible for ordering corrective action and inspecting for compliance.
- Reviews plans for proposed fire suppression and fire sprinkler system construction to determine compliance with the national fire protection association, building codes, and municipal codes.
- Coordinates and assists in inspections with other Community Development and City inspectors.
- Conducts emergency inspections for Fire Department/Police Department to assess potential structural damage or other building conditions that may compromise safety for the occupants or the public.
- Coordinates the final inspection process for the City of Urbana to ensure all applicable departments have reviewed the project for conformance with the approved plans.
- Confers with and attends meetings with building owners, architects, engineers, developers, and contractors concerning code interpretations, violations, construction mitigation plans, complex technical issues, and inspection and permit requirements.
- Ensures closeout and final inspection for completed construction projects and approves certificates of occupancy.
- Approves permits for demolition, issues stop work orders, and determines when structures

are unsafe, unfit for human occupancy or unlawful and ensures the property are placarded appropriately.

- May require a property to be boarded, demolished or have the utilities disconnected when a structure is determined to be deteriorated, dilapidated, unsafe or beyond repair.
- Answers inquiries from the public on zoning, building code, and permit requirements.
- Assists owners to prepare appeal/variance applications; Assists staff in preparing cases for Building Safety Code Board of Appeals and/or Property Maintenance Code Board of Appeals.
- Assists staff in preparing cases for court; appears in court as required or if court ordered compliance and fines are necessary. Prepares and obtains Administrative Search Warrants to document code violations. Executes search warrants to obtain photographic evidence, and prepares documentation of all violations, activities and communications.
- Assists other departments with project status updates and compiles construction related data upon request.
- Advises staff on the plan review and inspection process. Assists in the training of building safety staff. Makes presentations to City Council, Zoning Board of Appeals, Plan Commission, and other commissions and groups, as required.
- Assists in the preparation of the Division's budget and review of budget items and purchases.
- Reviews established procedures and policies for the Division and recommends and requests changes to the Director.
- Represents the department at various meetings involving other divisions, departments, and outside agencies as an expert in code interpretations, permit requirements, and other highly technical inspection matters/issues.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of an Associate's degree in Building Construction Technology or a related field; and
- A minimum of eight years of building inspection work in structural, mechanical, plumbing or electrical.
- A minimum of three years of supervisory experience.

Knowledge of

- National, state, and municipal building construction codes
- Supervisory principles and practices
- Commercial and residential construction techniques

- Code disciplines within the work group (i.e., electrical, plumbing, HVAC, fire sprinkler code, etc.)
- Use geographic information systems software such as ArcGIS or QGIS

Skills

- Proficient with the Microsoft Office software suite
- Outstanding written and verbal communication skills.

Ability to

- Organize and prioritize workload for self and subordinates, including ensuring subordinates understand their duties and delegated tasks.
- Learn and use new software programs, such as permitting software and geographic information systems.
- Read and understand building plans and specifications.
- Prepare technical reports and present recommendations orally and in writing.
- Detect possible defects and faults at stages in building construction where these are most readily ascertained and remedied.
- Deal effectively with the public, contractors, architects, engineers, other City personnel, and government agencies regarding enforcement of building construction codes and ordinances.
- Analyze alternative means of compliance presented by relevant parties.
- Act as a liaison between diverse interests in difficult situations.
- Monitor subordinate productivity and provide constructive feedback and coaching
- Work with confidential information.
- Execute job responsibilities in a timely manner according to department policy.
- Safely operate City vehicles and equipment.

Licenses, Certifications and Memberships Required

All certifications and licenses are required to be current and maintained as a condition of continued employment.

- Must possess a safe driving record, as well as a valid State of Illinois Class D driver's license or the ability to obtain one within sixty (60) days of employment.
- Certification by the International Code Council as Residential Building Inspector and Commercial Building Inspector. Must obtain Commercial Building Plans Examiner certification within one (1) year of hire.
- Certification by the International Code Council as Building Official within two (2) years of hire.

Supplemental Information

Supervision received

- Incumbent receives guidance in terms of broad goals and overall objectives and is assigned responsibility for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

Level and complexity of supervision exercised

- Supervises two work groups, which includes recommendations on hiring and performance evaluations, as well as training, planning and directing the work of regularly scheduled employees. Supervisory responsibilities consume moderate amounts of work time and may include input into the development of budgets, some financial and inventory control responsibility, and general work planning tasks.

Security Level

- **MVR:** essential functions require frequent use of City vehicles.
- **PII:** essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

Physical Demands and Working Conditions

- **Physical Demands:** Requires occasional lifting, carrying, walking, standing and kneeling; frequent hand/eye coordination to operate personal computer and office equipment; vision and hearing sufficient for reading, recording and interpreting information; ability to communicate with employees and the public. Ability to perform a range of manual tasks in a construction environment such as climbing stairs or ladders, visually observing work performed, and wearing of appropriate safety equipment such as boots, hard hats, and safety glasses. Regularly driving and visiting construction sites to perform building inspections.
- **Work Environment:** Works in both a clean, comfortable office environment and in an outdoor construction site environment in variable weather conditions. Frequently works in private homes, businesses, and institutions; buildings may have unsound structural systems and/or cramped spaces such as basements and crawlspaces. Occasionally works on ladders, scaffolding, & roofs and infrequently may require walking on exposed beams of buildings. Infrequent evening and weekend work may be necessary in priority situations.

Job Dimensions

- **Writing:** work requires the ability to write memorandums, letters, reports, correction notices, standard operating procedures, notices to comply, agendas, meeting notes, and email.
- **Budget responsibility:** May recommend budget allocations. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
- **Policy/Decision Making:** The employee normally performs the job by following established operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work, as well as decision with more significant impacts, are

typically reviewed prior to being finalized.

- **Technical Skills: Comprehensive**—work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- **Interpersonal/Human Relations Skills:** High-interactions at this level usually impact the implementation of policies. Contacts may involve policy interpretations and require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- Interactions with others are somewhat unstructured. The purpose may be to influence or motivate others, to obtain information or to control situations and resolve problems. Interactions may be moderately unstructured, and may involve persons who hold differing goals and objectives. Individuals at this level often act as a liaison between groups with a focus on solving particular unstructured problems. Interactions at this level require considerable interpersonal skill and the ability to resolve conflict.
- Daily contacts are likely to occur with other Department inspectors and office personnel, other City staff, the public, owners, tenants, contractors, architects, engineers, attorneys, government groups, and community groups.

Class Specification History

- New class: October 26, 2022

For HR/Finance Use

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| Job Class Code | Pay Grade 111 |
| EEO Category 1– Officials and Administrators | LVL |