



BUILDING OFFICIAL POSITION DESCRIPTION

GENERAL PURPOSE

The Building Official inspects buildings and structures in all stages of construction, alteration, and repair to ensure compliance with the building code and city ordinances. This position will make an initial inspection during the first phase of construction, and follow-up inspections throughout the construction project to monitor compliance with regulations. However, no inspection is ever the same.

This is a position with a very high degree of independence and responsibility of implementing and assuring compliance as the Building Official, Fire Code Official and Code Official.

SUPERVISION RECEIVED

Works under the general supervision of the Zoning Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Building Official:

- Understands, interprets, and enforces the building code as adopted by the City of Deadwood. The code applies to construction, alteration, moving, demolition, repair and maintenance and use of any building within the jurisdiction.
- Meets with applicants either independently or as part of a staff team, to discuss the details of project proposals, and provides guidance as warranted with respect to a project's conformance with the City's requirements.
- Reviews and interprets plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to legal requirements and safety regulations.
- Inspects new construction, additions, alterations, and rehabilitation projects and determines compliance with building code, city ordinances, Historic Preservation, and Zoning regulations.
- Makes repeated inspections from ground-breaking to the issuance of Certificate of Occupancy.
- Determines what work requires a building permit. Issues permits for construction, relocation, demolition, and occupancy. Arrives at valuation

of the project to calculate the fee of the building permit and collects the fee.

- Issues violation notices and stop work orders, conferring with owners, violators, and professionals to explain regulations and recommend rectifications.
- Maintains files of building permits, plans, and specifications.
- Maintains daily logs and, at times, supplements records with photographs.
- Building Official works with a plan review consultant for large projects. From that, review decisions are made that effect changes for code compliance.
- Assures that special inspections and testing are conducted by outside agencies (i.e., concrete testing, inspections of concrete reinforcing, typically done by engineering firms) as the project progresses.
- Prepares, submits, and implements the annual budget information; monitors assigned budget line item; provides status reports as required.
- Participates in training opportunities to refresh existing knowledge and remain informed of new regulations, statutory changes, and case law that affect the interpretation, administration, and enforcement of building codes.

Code Official:

- Enforces the City of Deadwood Sign Ordinance.
- Informs petitioners for sign applications of the types of signage allowed within the city limits of Deadwood and notifies businesses or persons when they are in violation of the sign ordinance.
- Coordinates the sidewalk survey on an annual basis and/or by complaints lodged by public individual.

Fire Code Official:

- Issues notices or orders to remove or remedy a violation which constitutes a clear and immediate threat to human life, safety or health. The Fire Code Official shall issue such notice or orders to remove or remedy the conditions.

PERIPHERAL DUTIES

- Participates in staff and safety meetings and other departmental functions to coordinate activities and ensure the smooth, efficient and effective operation of the department(s).

- Provides the administrative assistant with monthly building permit information in order to organize, compile, and produce a report for the city files and Lawrence County Equalization Office.
- Ensures that plans and specifications are certified and have engineer's or architect's stamp as required by South Dakota law regulating design professionals.
- Communicates with staff within the Planning, Zoning and Historic Preservation Office.
- Administers the Contractor's Ordinance of the City of Deadwood to assure all contractors are licensed to work in Deadwood.
- Works with administrative assistant to maintain contractor's license records to include insurance coverage and excise tax numbers.
- Attends state sponsored training programs and/or attends seminars sponsored by building code organizations.
- Inspects requests submitted for Historic Preservation loan programs.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from an accredited high school or GED equivalent.
- Two (2) years of experience in construction as a carpenter, electrician, or plumber. Knowledge of Building Code and related codes, ordinances, and regulations; building and site construction and materials and accepted safety standards; principles and techniques of plan review and inspections.
- Certification from International Code Council for Commercial Building Inspector and/or Plans Examiner, must obtain within two (2) years after hire date and maintain such certification.
- This position must possess the right mix of technical knowledge, experience, and education. Applicants who have formal training as well as experience are ideal for the position.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Possess an ability to work and communicate effectively, both orally and in writing, with local and state agencies, as well as consultants.
- Position requires an understanding, experience, and enthusiasm for engaging the public in all building code matters.
- A deductive, logical system of thought common in reading and interpreting building plans, blueprints, site layouts, specifications, and construction methods.

- An ability to read legal descriptions and similar pertinent documents.
- Basic knowledge and computer skills in use of word processing, database, mapping, and computer networking abilities.

SPECIAL REQUIREMENTS

- Communicating and acting effectively with co-workers, supervisors, elected and appointed officials, and the public sufficient to exchange or convey information and receive direction.
- Maintain existing code certifications.
- Keep current on new construction techniques through periodicals, books and the internet.
- Must possess a valid South Dakota driver's license.
- Must possess good organizational skills as follows:
 - Prioritize and schedule workload appropriately.
 - Able to work independently with little or no supervision; and,
 - Meet deadlines.
- Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- Telephone and etiquette skills.
- Ability to speak before groups and organizations.
- Ability to pay close attention to details.

TOOLS AND EQUIPMENT USED

Measure distances using a tape, wheel, or architects and engineer's scales while reviewing plans or performing inspections.

Computer and associated software such as Microsoft Office suite or equivalent, digital camera, telephone, photocopier, and other office equipment.

PHYSICAL DEMANDS

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

Employee will be required to perform onsite inspections of archaeological, construction and project sites. Job requires periods of sitting, standing, bending, and occasional lifting. Some other requirements include a normal range of hearing and manual dexterity to operate keyboard, telephone, photocopier, and other office equipment as needed.

Sit at desk to operate computers, review applications and site plans and meet with public.

Prolonged walking over uneven terrain, on stairs, handgrip to pull oneself over obstacles in order to conduct and perform site inspections and specific evaluations.

Periodic bending and stooping to obtain files and/or books, move objects in the field and to operate various field equipment (posting signs, tape measure, measuring wheel).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable those individuals with disabilities to perform the essential functions.

Considerable time is spent inspecting construction worksites. Inspectors also spend time reviewing blueprints, answering letters or telephone calls, writing reports and scheduling inspections.

Inspection sites are dirty and may be cluttered with tools, materials, or debris. Inspectors may have to climb ladders or many flights of stairs, or crawl around in tight spaces and may be exposed to inclement weather conditions.

Inspectors, like other construction workers, wear hard hats and adhere to other safety requirements while at a construction site. Inspectors must be in good physical condition in order to walk and climb about construction sites.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Good vision to read printed materials and a computer screen and hearing and speech to communicate in person or over the telephone.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related tests may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.