



DRIPPING SPRINGS
Texas

BUILDING OFFICIAL FULL-TIME EXEMPT

A. GENERAL PURPOSE

Under general direction of the Deputy City Administrator, the Building Official plans, directs, supervises, and oversees all activities of the City's building department. They are responsible for technical, administrative, and supervisory work for the building department. The Building Official enforces and ensures compliance with building codes and ordinances pertaining to commercial and residential building, swimming pool and spa, electrical, plumbing, mechanical, fuel gas, energy conservation, fire, lighting, and signage codes for the City. Responsible for overseeing the City's code enforcement program and supervises the City Inspector (or Code Enforcement Inspector) and Environmental Health/OSSF Inspector.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the building permit and development procedures relating to the issuance of permits.
2. Manages code enforcement of all applicable City codes, ordinances, and regulations.
3. Assists developers, contractors, architects, engineers, property owners, and others to ensure compliance with the City's Ordinances and Building Code.
4. Performs administrative and technical work while directing permit operations.
5. Coordinates work and projects with City staff and other outside agencies where applicable. (i.e. Permit Technician, Code Enforcement Inspector, Public Works Director, Contractors, utility agencies – DSWSC, etc.)
6. Maintains current knowledge of issues, trends and development in regulatory standards and building code requirements governing the construction industry.
7. Implementing departmental procedures, coordination of training and adopting amendments of construction codes.
8. Attends pre-construction meetings when necessary.
9. Assists in compiling department statistics and other data related to building, development, and code enforcement
10. Assists in department budget preparation and administration.
11. Conducts field inspections as needed.
12. Coordinates fire plan, lighting, and exterior design and architectural standards review, permitting, and inspections by third party contractors for the City.

13. Issues certificates of occupancy; and issues releases in order to connect utilities.
14. Educates the general public on ordinances and related building codes, provides assistance to the general public regarding the process for obtaining building permits, contractor licensing, or meeting requirements for construction.
15. Reviews and makes recommendations concerning ordinances related to building codes and the enforcement of ordinances.
16. Investigates complaints regarding building code or other city ordinance violations. Works with individuals filing complaints and the owners of property or contractors that are the subject of the complaint.
17. Provides direction to plans examiners, permit technicians, and inspectors.
18. Supervises building department records maintenance and compliance with statutory and city requirements regarding open records and public information.
19. Resolves disputes between building inspection staff and development, contractors, architects, engineers, and the general public.
20. Ensures all permits comply with zoning, exterior design and architectural standards, lighting, and other applicable ordinances.
21. Provides oversight and assistance to the building permit technicians, inspectors, and plans reviewers.
22. Approaches public relations as a means to foster awareness and understanding of code enforcement goals and missions, to obtain public support and build valuable relationships in order to obtain the desired compliance with established codes, policies, and regulations.
23. Attends staff and board/commission/committee/City Council meetings as needed.
24. Maintains high standards of accuracy in exercising duties and responsibilities. Maintains effective communication and interaction with City Council, City Administration, City Staff, other agencies, and the public.
25. Performs other duties as assigned.

C. EDUCATION AND EXPERIENCE

Must possess strong background building construction. Must possess High School Diploma or GED. Must possess a valid Class C Texas Driver's License, clean driving record. Must exhibit a professional demeanor and positive communication skills in the construction field. Standard First Aid and C.P.R. certifications desirable but not required. Must be Certified Building Official or obtain certification within three years of hire.

D. TOOLS AND EQUIPMENT USED

Motor vehicle, phone, tablet or laptop, and general maintenance equipment.

E. KNOWLEDGE, SKILLS & SPECIAL REQUIREMENTS

1. Knowledge of construction methods, materials and building techniques.
2. Ability to write clear and accurate reports.
3. Excellent customer service skills, including the ability to communicate clearly in writing and in person.
4. Ability to establish and maintain effective working relationships with employees, officials,

- and general public.
5. Ability to use Microsoft office applications.
 6. Knowledge of MyPermitNow and how to implement the online permitting software.
 7. Knowledge of how to integrate other applications with MyPermitNow.

F. 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 perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works outdoors. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud.

G. WORK HOURS

This is a full-time position. Core work hours will be set by the Deputy City Administrator and will generally be between 8:00 am and 5:00 pm, including one hour for lunch, Monday through Friday. Additional hours on nights, weekends, holidays, and during emergencies may be needed in this position subject to the direction of the Deputy City Administrator. This is a full-time exempt position and not eligible for overtime as described in the Personnel Manual. Any overtime hours performed (subject to comp time) must be preapproved by the direct Supervisor.

H. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL."

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as maybe modified by the specific employee's offer letter and subsequent revisions of the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training,

promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact City Administrator at (512) 858-4725.

Please note: *This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position*

with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.