



**Town of Eagle
Job Description/Role and Responsibilities
Building Official**

Position Title: Building Official
Department: Community Development
Reports to: Community Development Director
Direct Reports: N/A

Pre-Hire Requirements: This position requires passing a pre-hire drug test and criminal background check.

Job Summary: This position manages and performs the enforcement and regulation of the minimum standards to safeguard life, health, property, and welfare standards of the adopted Town Ordinances regarding design, construction, quality of the materials, use and occupancy of all buildings and structures within the Town of Eagle.

Essential Functions: The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

1. Determines the overall policies for the Building Department in conjunction with directions from the Community Development Director and Town Manager.
2. Schedules and conducts inspections of buildings and structures such as office buildings, residents, and commercial buildings to determine that construction complies with approved plans and/or applicable codes and ordinances.
3. Ability to do commercial and residential plan reviews in the field and office, inspect buildings and plans in course of construction, alteration and repair for adequacy of foundation, structure, safety and for conformity to existing code requirements; inspect footings, stem walls, caissons, reinforcing, weather proofing, drywall and framing to insure adequate conformity to the design and codes.
4. Examine plumbing and heating ground work, heating and ventilation; check construction plans for compliance with codes and regulations; advise plumbers, contractors and home owners in design or relocating plumbing, heating or other changes in new construction or existing buildings.
5. Reviews inspection results with contractors, sub-contractors, homeowners, and/or other relevant parties.
6. Prepares and issue building permits and Certificates of Occupancy.
7. Works with Community Development Team to ensure compliance with land use development code.
8. Reviews all relevant building, fire, plumbing, mechanical and energy codes. Provides interpretation and recommendations to ensure compliance with the intent of each code. May require outside agency support (i.e. fire department)
9. May assist with building damage assessment inspections.

10. Investigates complaints relating to unsafe structures; prepares written reports, issues notice to correct code violations, issues Stop Work notices and court summons; may testify in court regarding violations.
11. Enforces the adopted building codes; serves as primary contact for inquiries regarding building code compliance inquiries; serves as primary party for information related to building codes and amendments.
12. Attends Trustee meetings as required; prepares monthly staff reports; facilitates the adoption of building codes and amendments as necessary; prepares statistical data.
13. Maintains building department records, including plans, permits, and inspection records.
14. Attends meetings, seminars, and functions relating to building construction and fire safety.
15. Provides an ethical commitment to protecting the health, safety, and welfare of residents and visitors in Town of Eagle.
16. Remains educated on technological and code changes.
17. Performs related work as required.

Other Duties:

1. Assists in the creation of necessary programs, processes, policies and procedures for assigned responsibilities.
2. Performs duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry.
3. Coordinates with administrative staff to compose and process a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
4. Keeps informed of pertinent new rules, regulations and legislation.
5. Performs other related work as required or assigned.

Core Competencies:

- Technical capacity to interpret building codes
- Ethical Conduct
- Stress Management/Composure
- Communication Proficiency
- Customer Service
- Teamwork
- Time Management/Organizational Skills
- Thoroughness/Accuracy
- Safety/Liability Awareness

Skill Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

1. Must have excellent management, time management, planning, organizational, administrative, computer, and interpersonal skills.
2. Ability to exercise good judgment/discretion, and make decisions quickly.
3. Ability to read, understand, and interpret construction drawings, various building codes and regulations.
4. Thorough knowledge of all phases of the construction process and trade.
5. Ability to supervise consultants and coordinate building activities.

6. Ability to establish and maintain effective working relationships with builders, contractors, property owners, developers, other agencies, elected officials and the public with tact and diplomacy in often stressful situations.
7. Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
8. Knowledge of the geography of the Town.
9. Knowledge of applicable Colorado Revised Statutes which pertain to records retention and public information. Knowledge of the Statutory municipal form of government.
10. Knowledge of municipal government with an ability to acquire a knowledge of agency or department procedures, policies and pertinent functions, ordinances and regulations.
11. Ability to prioritize a wide scope of duties and multiple projects simultaneously.
12. Ability to use a personal computer, including word processing, presentation, database and spreadsheet programs.
13. Ability to perform duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry; exercise initiative and sound judgment and to react resourcefully under varying conditions.
14. Ability to compose and process a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
15. Ability to communicate effectively in English, both verbally and in writing, and follow oral and written instructions.
16. Must possess excellent research and report presentation skills.
17. Ability to read, understand, and interpret various zoning ordinances, codes, and regulations.
18. Basic knowledge of government processes and responsibilities, as well as a general familiarity with community development issues and processes in a resort setting.

Education, Training and Certifications:

Education:

- High School Diploma or GED required
- Bachelor's Degree with an emphasis in Construction Management, Construction Technology, Engineering, Public Administration or a related field of study preferred

Experience:

- Minimum of four years as a building inspector required
- General knowledge of municipal planning and building processes is desired
- Certifications preferred:
 - ICC certified building plans examiner
 - ICC certified building inspector
 - ICC certified plumbing or mechanical inspector
 - ICC certified building official (or ability to obtain within two years of hire)
- Valid State Driver's License and Satisfactory Motor Vehicle Record (MVR)
- Equivalent combination of education and experience may be acceptable.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to handle office equipment and materials, climb, balance, crawl, twist, stoop, kneel, bend, crouch and reach
- The employee must have the physical ability to climb up to rooftops and crawl in tight spaces to perform a complete inspection.
- May be exposed to outdoor hazards such as insect bites, spiders and allergens.
- Personal protective equipment must be worn as necessary where the hazard exists (hard hat, safety shoes, work gloves, safety glasses, etc.)
- This job requires speaking, hearing and the ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, ability to adjust focus and far and near acuity to perform responsibilities of the position.
- Ability to travel independently within Town limits and operate a vehicle is required.
- Ability to walk on uneven ground while on construction sites.
- Must be able to lift, carry or move moderately heavy materials, supplies, and equipment (25-50 lbs.) frequently, objects weighing 50-75 lbs. occasionally.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position, the employee will have exposure to the following:

1. Travels via town vehicle to local construction sites, buildings and structures.
2. Outdoor environment – exposure to unfavorable weather conditions.
3. Occasionally exposed to cold and wet conditions, moving mechanical parts and equipment, high, precarious places; fumes and airborne particles and toxic or caustic chemicals.
4. The noise level in the work environment and job sites is moderate to very loud.
5. Exposure to dirt, dust, wind, etc., can be expected.

Expected Hours of Work: Some flexibility in hours is allowed, but the employee should be available from Monday through Friday during the “core” work hours of 8:00 a.m. to 5:00 p.m. This position regularly requires long hours during the construction season and may attend some evening meetings.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities and activities may change at any time with or without notice.