

# City of Jerome

*Department:* Building *Class Title:* Building Official  
*Classification:* Full Time 40 hours, Exempt *PFA:* 635

## **General Statement of Duties**

The City of Jerome is a dynamic organization which positively affects our citizens every day. Every position within the City is expected to be a leader within our organization, as well as in our community. Reviews, interprets, and develops policies related to the application and enforcement of Jerome municipal building codes and ordinances. Performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing building codes, assisting with zoning. Manages the review functions of building plans for permits, adherence to codes, and for uniform application of codes for the building inspection and plan review sections. Directs, supports and supervises the Code Enforcement program and the custodian duties. Work is performed independently with extensive latitude to exercise independent judgment within the framework of existing policies, laws, ordinances and department procedures.

## **Supervision Received**

Works under the general supervision of the City Administrator.

## **Supervision Exercised**

Exercises supervision over Code Compliance.

## **Examples of Work** (Illustrative Only) **Essential Duties and Responsibilities**

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed. Explains, interprets and provides guidance regarding all applicable codes to architects, engineers, contractors, developers and other interested parties
- Provides technical building code advice to general public, contractors, mayor and council and other agencies as needed. Communicates official programs, policies and procedures to staff and the general public. Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budget funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Enforces a variety of codes, including International Building code, International Residential code, International Energy code, and assisting the Fire Dept. with the International Fire code, International Existing Building Code, Uniform Building Code Fee Schedule, Compliance with the American Disabilities Act, Jerome Municipal Code, and zoning requirements. Performs field activity associated with building permits
- Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties. Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations
- Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.

### **Other Duties and Responsibilities**

- Coordinates with the Engineering Dept, Public Works, Fire Dept and Planning and Zoning Dept on proposed subdivisions for code compliance.
- Assists Planning and Zoning administrator in zoning requirements within the Jerome Municipal code.
- Performs the duties of a plans examiner or inspector, as needed.
- Plans and conducts administrative permit processing and building inspection reports. Provides technical expertise, data, and reports to mayor and council weekly, monthly, and at fiscal year end. Reports to city administrator, mayor and council on code changes and ordinance adoption, updating, and interpretation.
- Plans and conducts administrative permit processing and building inspection reports.
- All other duties as assigned.

### **Professionalism & Communication**

- Attends weekly department meetings and communicates regularly with the City Administrator, Mayor, and other co-workers.
- Maintains a professional and courteous demeanor at all times.
- Provides timely, respectful and thorough customer service.
- Communicates daily with cross-functional teams regarding issues, events, and updates.
- Maintains a proper professional image and generates positive public image.
- Expected to be a leader within the organization as well as in our community.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of the International Building codes, Residential, Energy and Fire codes, and Jerome Municipal code related to zoning and land use applications.
- Thorough knowledge of carpentry, concrete principles and practices.
- Ability to establish effective working relationships with contractors, developers, architects, engineers, owners and the general public.
- Ability to coordinate and work positively with contractors, construction personnel, business owners, and citizens on all building/constriction related issues.
- Ability to accurately interpret building related codes.
- Ability to detect hazards and violations and detail with the codes require during field inspection work
- Ability to enforce regulations with impartiality in field inspection work.
- Ability to read and accurately interpret plans and specifications of any complexity and to compare them with construction progress.
- Ability to communicate effectively orally and in writing using technical and non-technical language.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to maintain accurate daily inspection records.
- Ability to perform all work duties and activities in accordance with city policies, procedures, and safety practices

### **Acceptable Education and Experience**

- High school diploma or equivalent, bachelor's degree in architecture, engineering, or related field or a Certificate of Achievement in Building Inspection Technology from an accredited college preferred and;
- Five (5) years' experience as a building inspector or enforcing building codes in a Municipality or County government;
- Four (4) years experience in general construction and related fields preferred or;

- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Special Qualifications**

- Valid State of Idaho driver’s license.
- Must have International Code Council Certifications, including but not limited to International Building Code and International Residential Code at time of hire or the ability to obtain within one year of hire.
- Must have International Building Code Plans Examiner Certification at time of hire or the ability to obtain within one year of hire.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to complete duties
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle, heavy equipment, computerized equipment, a personal computer, etc.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to complete the required duties of the job
- Work is performed in an office setting with some outdoor work required
- Must occasionally lift/move up to 10 pounds

Appointees will be subject to completion of a standard probationary period.

The essential Physical Abilities described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. This is an accurate description of the essential functions of my position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor/Manager: \_\_\_\_\_ Date \_\_\_\_\_