

**Job Title:** Building Official  
**Department:** Community Development  
**Division:** Building Safety Services  
**Reports To:** Deputy City Administrator for Planning and Development Services  
**Grade:** Grade 23 - \$71,387 to \$103,512 DOQ

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**Position Summary:** Under the direction of the Deputy City Administrator for Planning and Development Services, this position is responsible for the day-to-day operation of the Building Safety Services division of the City of Mission's Community Development Department. The Building Official performs commercial and residential plan reviews, field inspections and technical work in connection with the enforcement of City codes and ICC building codes. In the furtherance of these duties, the Building Official oversees and directs the work of the Building Inspector and the Permit Technician. In addition, the Building Official provides technical support to the Planning Services and Neighborhood Services divisions of the Community Development Department to assist in achieving their assigned duties.

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**Job Summary Statement:** Administers, interprets, and enforces all construction and related codes as adopted by ordinance. Reviews and approves construction documents related to commercial and residential structures for compliance with City adopted building codes and other related ordinances related to building construction and life safety. Conducts field inspections to ensure compliance with the approved plans, and with City-adopted building codes. Manages damage assessment operations related to fire, flood or disaster response and recovery. Responsible for issuance of permits, inspection scheduling, collection of fees, preparation of reports, files, and division budget.

**Duties and Responsibilities:**

1. Administers, interprets, promulgates and enforces adopted regulatory codes and ordinances pertaining to the construction and maintenance of the built environment within the City of Mission.
2. Coordinates the overall building plan review process among internal and external reviewers and agencies required to approve projects. Coordinates the flow of communication to the applicant and manages the phasing and issuance of permits. Responsible for plan review and inspection processes and activities from permit application to issuance of final certificate of occupancy.
3. Reviews construction documents submitted for the purpose of securing a building permit to construct new commercial or residential structures, or to alter, repair, demolish or add on to existing structures. Evaluates and analyzes various life safety systems and components for compliance with the building code and the referenced national standards as adopted by the City. The code review is a multi-disciplined review for compliance with the building code which incorporates the International Building Code, International Residential Code, International Plumbing Code, International Energy Code, International Mechanical Code, International Fire Code, and the National Electrical Code.

4. Reviews and analyzes architectural and/or engineering plans and specifications, engineering calculations, shop drawings, hydraulic calculations, research reports, special inspection reports and other technical data to assure compliance with City's adopted codes. Applies engineering principles and practices in the technical examination and analysis of wood, steel, concrete, and masonry structures and components. Makes independent decisions regarding compliance and alternate methods of design and construction.
5. Conducts inspections and witnesses various tests throughout the construction process in order to ensure compliance with the approved construction documents and City adopted codes on all permitted projects for new structures, or additions, alterations, repairs, or demolition of existing structures. Enforces erosion and sediment ordinance for construction sites. Serves as the lead person on joint inspections or investigations conducted with other divisions and departments including the fire district. Authorizes, the issuance of temporary certificate of occupancy, or final certificate of occupancy. Responsible for reviewing and approving special inspection reports.
6. Provides technical support to clerical staff for review and approval of permits issued over the counter and other permit applications. Provides telephone and walk-in assistance to the public regarding code requirements and interpretations. Visually reviews plans to ensure compliance with City adopted ordinances and codes. Performs code and engineering structural reviews of residential room additions, decks, porches, structural alterations, and residential accessory structures. Reviews plats, plots, site plans, and other plans of residential projects to ensure compliance with the City's adopted ordinances and codes.
7. Meets with design professionals, developers, owners, and contractors in preliminary design meetings. Meetings generally entail a discussion of the permit process as well as a code review of preliminary plans or design concepts to identify potential problems and advise as to possible approaches to gaining compliance with the codes or resolving related problems as put forth.
8. Meets with design professionals, developers, owners, and contractors in pre-construction meetings. Meetings include an explanation of City requirements and processes that are pertinent to the construction process.
9. Prepares staff analysis and reports and makes presentations to the Code Board of Appeals for appeals of code interpretations, alternate methods and applicability of the code.
10. Keeps abreast of changes to the building codes and code enforcement techniques as well as emerging trends in residential and commercial construction, new products, and new construction methodologies.
11. Issues notices to comply on violations and issues "stop work" orders for work being done without permits or in an unsafe manner; maintains records, files and reports regarding

inspection and plan review activities and findings for possible legal actions. Consults with city attorney regarding legal action, issues “Notices to Appear”, and appears in municipal court and testifies at arraignment and trial.

12. Responds to concerns from citizens, contractors, staff or other interested parties pertaining to possible violations of the International Property Maintenance code, contractor licensing requirements, erosion and sediment control and various other requirements found in the building codes.

13. Responds to emergency call-outs. Assists in emergency operations, including property damage assessment and mutual aid as required.

14. Performs general zoning administration as it pertains to reviewing renovations and additions to existing structures, enforcement of final development plans, and general inquiries from the public.

15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

16. Develops, implements, and evaluates program of fee collection, permit issuance, and records maintenance for entire building & fire safety code function.

17. Develops, directs, and evaluates code development programs for the City, including but not limited to, writing city ordinances and policies related to building code requirements. Prepares and enforces such rules and regulations as required by legislative authority for the proper exercise of the division's' responsibilities.

18. Develops, implements, and evaluates customer service and public relation programs and exercises for the Building Safety Services division. Is the lead public relations employee for the division when dealing with the media, professional groups, and the general public.

19. Designs and conducts public education programs regarding the importance of an effective building safety program.

20. Develops and monitors divisional budget for Building Safety Services. Prepares or directs preparation of all administrative regular or special reports. Coordinates activities with other departments, divisions, and outside agencies.

21. Represents the Building Safety Services division at City Council, Planning Commission, Community Development Committee, special task force groups, Chamber of Commerce and citizens groups.

22. Represents the City during legal proceedings dealing with building safety codes i.e., litigation, depositions, municipal court, etc. Maintains documentary evidence on cases of non-compliance for use in court.

23. Conducts field investigations on high profile projects and incidents. Meets with professional engineers, architects, contractors, etc., concerning general technical code issues and specific projects.

24. Attends required continuing education classes to maintain current ICC Certifications/Licenses.

**Supervisory Responsibilities:**

1. Guides and coordinates the work of subordinate employees including, but not necessarily limited to, the Permit Technician and Building Inspector in performing their duties and responsibilities.

2. Reviews the work of subordinate employees and corrects or coaches as necessary to ensure successful completion of tasks and optimal work performance.

3. Performs annual evaluation of subordinate employees.

4. Evaluates and determines needed resources to aid in the success of subordinate employees.

**General Qualifications, Education & Special License(s)/Certifications:**

- High School or GED equivalent required, Bachelor's or Associate's degree in Architecture, Engineering, or Construction Science & Technology, or a related degree preferred.
- Must possess certification or the ability to gain certification from the International Code Council as a Combination Inspector and Residential Plans Examiner upon hire.
- The ability to obtain certification from the International Code Council as a Combination Plans Examiner within 1-year of hire is preferred.
- Other types of professional certifications demonstrating proficiency in the building codes may be reviewed for equivalency.
- Possession of a valid driver's license. Must maintain an insurable driving record.
- Preferred candidates will have experience in the following: A technical background that enhances their project management, documentation and communication/customer service skills.
- Municipal or local government.

**Experience:** Three years of experience as a multi-disciplined commercial and residential inspector and/or plans examiner, or six years of equivalent experience. Experience should be working with all phases of modern construction practices and building codes or six years, or practical experience in the construction industry.

**Skill:**

1. Good oral and written communication skills
  2. Excellent interpersonal skills.
  3. Must have working knowledge of personal computers and software applications such as word processing, database, and spreadsheet applications.
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**Mental Requirements:**

1. Ability to read and comprehend city, state and federal codes and regulations.
2. Ability to read and interpret building plans, specifications and building codes.
3. Ability to analyze complex problems and recommend possible solutions.
4. Ability to understand and explain engineering and construction principles
5. Ability to comprehend standard engineering practices.
6. Ability to exhibit tact and diplomacy when dealing with the public, builders and contractors
7. Ability to work/conduct inspections under distracting conditions.
8. Ability to handle multiple tasks
9. Ability to analyze safety situations.
10. Logical reasoning
11. Ability to train and guide others

**Physical Requirements:**

1. Ability to make and receive phone calls.
2. Mobility to conduct field inspections
3. Ability to distinguish colors.
4. Visual acuity to examine small parts.
5. Must be able to hear and communicate.
6. Physical ability to operate a variety of hand tools.
7. Ability to drive a City vehicle.
8. Hand and eye coordination adequate to input computer keyboard.
9. Visual acuity and stamina to review alpha/numeric data.
10. SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

**Supervisory Responsibility (Direct & Indirect):** None

**Essential Functions**

Standing: Frequent even and uneven surfaces  
Walking: Frequent even and uneven surfaces  
Sitting: Frequent motor vehicle operation  
Driving: Frequent motor vehicle operation; automatic transmission  
Bending: Occasional inspection requirements  
Stooping: Occasional inspection requirements  
Twisting: Frequent computer operation in vehicle  
Kneeling: Occasional inspection requirements  
Squatting: Occasional inspection requirements

Crawling: Not applicable

Stairs: Frequent multiple environments require use of stairs

Ladders: Occasional inspection requirements

**Lifting Requirements:**

Computer 20 lbs. floor to waist occasional 2 / day one or two hand lift

**Carrying Requirements:**

Computer 20 lbs. up to 500 ft. occasional 2 / day one or two hand carry

**Pushing Force Requirements:**

Open / close doors minimal occasional

**Pulling Force Requirements:**

Open / close doors minimal occasional

**Reaching Requirements:**

Above shoulder occasional required during inspection

At shoulder level occasional required during inspection

Below shoulder level occasional required during inspection / driving

**Fine Motor Requirements:**

Gripping constant motor vehicle operation; misc. other requirements

Pinching constant motor vehicle operation; misc. other requirements

Wrist Flexion / Extension constant motor vehicle operation; misc. other requirements

Wrist Pronation / Supination Constant motor vehicle operation; misc. other requirements

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The City of Mission is an Equal Opportunity Employer.