

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Chief Building Official	Job Code: 2010
Date: May 16, 2019	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional inspection and plans review work with responsibility to oversee and direct the Building Inspection Division in the Development Services Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Development Services Director and performs all work under general direction. This work is distinguished by its responsibility to direct all building inspection activities.

ESSENTIAL DUTIES: Oversee and direct the activities, programs, and employees of the Building Inspection Division; inspect, or require the inspection of, all buildings and structures erected or proposed to be erected within the City; review and approve complex project plans and/or permit applications and ensure compliance with applicable codes, ordinances, and standard engineering principles; oversee dispute resolution process to assist owners in complying; assist in preparing court cases involving violators; oversee the permitting process, including developing and enforcing policies and procedures to streamline the application and approval process; coordinate efforts between building services and other City departments; interpret City Codes and Ordinances for subordinate personnel, the public, and various groups and maintain uniformity of enforcement; develop legal and practical alternatives and solutions; make recommendations to improve overall division function and efficiency; may conduct field inspections and perform duties of subordinate building inspectors as needed; develop and manage the section budget, including overseeing the purchasing process and approval of expenditures, to ensure fiscal responsibility; propose and approve specifications for all contracts and purchases; develop, submit for review, and implement service programs, policies, procedures, and goals; ensure overall compliance with applicable ordinances, and local, State, and Federal regulations; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare various records and administrative reports on section activities and performance; maintain vehicle and equipment inventory; represent the City on various committees and statutory boards and before the Municipal Council, Planning Commission, Board of Adjustments, and Board of Appeals as needed; may serve on general design and project review committees and suggest projects for development; assist staff members as needed.

Supervise, plan, and coordinate the work of assigned personnel and ensure work is completed accurately and efficiently; make staffing decisions, including hiring and firing staff; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline and/or employee recognition as needed; oversee and direct staff training and development; ensure compliance with the City's personnel policies and procedures; supervise record maintenance and review all reports, logs, work records, and documentation of subordinates; develop and manage safety programs for assigned personnel, including the coordination of all applicable risk management issues; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Construction Management, Engineering, or closely related field and five (5) years of professional-level plans review or building inspection experience **OR** an equivalent combination of job-related education, training, and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. May require non-traditional work hours, usually during peak construction seasons.

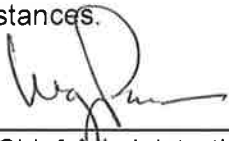
License(s)Certificate(s): A valid, lawful Driver's License is required. Utah State Combination Building Inspector License, including ICC certification as a full Combination Inspector (Residential and Commercial) and as a Building Plans Examiner. ICC certification as a Chief Building Official preferred.

SELECTION FACTORS: *Knowledge of:* related laws, codes, ordinances, rules, and regulations governing building inspection function; all areas of International Building Codes; techniques and methodology of professional plans examination; building design, construction, and inspection techniques, and associated materials; principles and practices of municipal government administration; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; reading and accurately interpreting complex plans; project management including prioritizing multiple facets of a project in a logical and efficient manner; researching building codes; mediating disputes and resolving issues amicably amongst groups with competing interests; practicing trust-building behaviors. *Ability to:* manage and supervise division activities, programs, and personnel; quickly and accurately perform work; meet strict deadlines; communicate complex ideas effectively, both verbally and in writing; exercise independent judgement while evaluating programs, procedures, and situations, and in making determinations; organize assigned work and develop effective work methods; effectively resolve operational problems; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; develop and maintain effective working relationships with the public, co-workers, superiors, developers, committees, boards, and owners, including demonstrating a high level of commitment to the principles of positive customer service; lead the work of others.

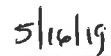
TOOLS AND EQUIPMENT USED: Computer, calculators, survey equipment, telephone, motor vehicle.

PHYSICAL DEMANDS: Requires moderate to limited physical activity including pushing, pulling or lifting medium weights (30-50 lbs.). May work in uncomfortable physical positions such as stooping, crouching, bending, and sitting at work stations for long time periods. Must walk through construction and development projects.

ENVIRONMENTAL FACTORS: During field reviews, requires exposure to vehicular traffic, hazardous construction sites, dust, noise, sun, and bad weather. May also involve exposure to high-stress situations including contact with the public in confrontational or uncomfortable circumstances.



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.