

Date Posted: 5-5-2015
Department: Community & Development Services
Job Title: Building Official & Code Enforcement Officer
Location: Kiowa, CO
Salary: \$48,000-\$52,000/annually

CLOSING DATE: 5-26-2015

Elbert County is an Equal Opportunity Employer

If interested, please submit applications and resumes to:
Elbert County Government
215 Comanche St.
PO Box 7
Kiowa, Colorado 80117
Or email:
kelly.moore@elbertcounty-co.gov

If you have any questions please call (303) 621-3157

**ELBERT COUNTY GOVERNMENT
DEPARTMENT OF ADMINISTRATION**

JOB DESCRIPTION

TITLE: BUILDING OFFICIAL & CODE ENFORCEMENT OFFICER
DEPARTMENT: COMMUNITY & DEVELOPMENT SERVICES
REPORTS TO: COMMUNITY & DEVELOPMENT SERVICES DIRECTOR
FLSA STATUS: NON-EXEMPT
SALARY RANGE: \$48,000 - \$52,000

SUMMARY DESCRIPTION:

This position is responsible for enforcing the building, housing, plumbing and mechanical codes of the County and acting as the Building Official. Reviews plans submitted, performs inspection work to ensure that residential, commercial and industrial constructions are in compliance with applicable codes. Maintains daily activity log, inputs inspection and permit data into database. Works the front office with the ability to cover there when needed. Serves as the primary code enforcement officer.

JOB DUTIES INCLUDE:

- Review construction plans, drawing and specifications prior to permit.
- Inspects construction work for which a building permit is required.

- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Code, International Mechanical Code, International Plumbing Code, International Fuel Gas Code, and International Residential Code.
- Inspects building projects to ensure construction proceeds in accordance with plans approved with the building permit.
- Investigate building code and zoning violations on a complaint basis, as witnessed and discovered in the field and as directed.
- Write and send detailed zoning code violation letters. Investigate alleged violations to both building codes and zoning regulation violations. Issue citations for building code and zoning regulation violations and engage in resolution process.
- Maintain daily record of all inspections. Maintain daily record of all building code and zoning violation inspections and activities. Maintain regular office hours, support and back up the front office and respond to calls in a timely manner.
- Prepare building code and zoning violation cases for turning over to the County attorney when necessary.
- Assemble data and prepare periodic and special narrative and statistical reports.
- May be required to appear in court to present evidence (uncommon).
- Reads and interprets adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects.
- Clearly notifies contractor/builder of code violations with written compliance report at the time of inspection.
- Works specific hours with the public at the permit counter and on the phone to answer basic code questions and assist in the issuing of over the counter permits.
- May check that all required special inspections are performed and reviewed for completeness. May review testing data and reports for conformance to specifications.
- Works with computer and building/planning software to schedule inspections and updates computer with results of inspections performed.
- Follows up to verify correction of violations are made and takes appropriate action to insure compliance.
- Evaluates existing buildings for hazardous conditions and initiates abatement, on a complaint basis, as witnessed and discovered in the field and as directed. procedures.
- Studies technical literature and attends meetings to keep current on applicable codes and code changes as they occur.
- Performs any and all duties as assigned.

QUALIFICATIONS & SKILLS:

Education and Experience

Graduation from high school or GED plus three to five (3-5) years of experience or equivalent in architecture, engineering, contractor or superintendent of construction or any combination of these. Supervisory experienced preferred.

Special Requirements

Must have a valid Colorado Driver License with a clean driving record; must be an I.C.C. certified Residential Combination Inspector (R5); **including: I.C.C. Residential Building Inspector, I.C.C.**

Residential Plumbing Inspector and I.C.C. Residential Mechanical Inspector as well as I.C.C. Plans Examiner Certification. Must have or be willing to obtain “Certified Building Official (CBO) qualification within 180 days of employment.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of modern building construction methods and practices, structural design and building codes. Ability to detect hazards and violations and recommend corrective measures during field inspection work; ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work; ability to communicate effectively verbally and in writing; ability to remain calm, objective, and impartial under stressful conditions; ability to establish and maintain effective working relationships with employees, other departments, contractors, and the general public. Ability to understand complex plans, blueprints and specifications and compare them with construction in progress. Ability to work effectively with other employees and the public. Comfortable working with technology and database software. Experience with BluePrince a plus.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and inspection/permitting database software; motor vehicle; portable radio; phone; ladder or scaffolding; tape measure; level, hand tools, copy and fax machine, reference codes.

PHYSICAL REQUIREMENTS OF JOB:

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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Seasonal, inclement weather is common.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Grade Scale: At All Times/Frequency/Occasionally/Never

Driving:	Frequently
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squat/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Frequently
Climbing Stairs:	Frequently
Climbing Ladders:	Frequently
Reaching at Shoulder Level:	Frequently
Reaching Below Shoulder Level:	Frequently
Reaching Above Shoulder Level:	Frequently
Standing/Walking:	Frequently

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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Must be willing to agree to a criminal background check.

Salary based on Experience

Elbert County is an EOE.