

Date Posted: 5/23/16
Department: Community Development Services
Job Title: Chief Building Official
Location: Kiowa
Salary: \$58,000–\$62,000 Annual DOQ
Schedule: Monday-Thursday (36 hours/week)
Applications accepted until: Filled
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303-621-3150



CHIEF BUILDING OFFICIAL

Department: Community & Development Services Salary: \$58,000-\$62,000 DOQ
Approved: May 2016 FLSA: Exempt

SUMMARY DESCRIPTION

The Chief Building Official is a highly responsible position that requires enforcing applicable building codes within the boundaries of unincorporated Elbert County; reviewing plans submitted; performing inspection work to ensure residential, commercial and industrial construction is in compliance with all applicable codes; responding to public, builder and developer inquiries/complaints; maintaining daily activity log; inputting inspection and permit data into database; working the front office with the ability to cover when needed; serving as the primary code enforcement officer; working very closely with other department staff; and willing to take on additional duties as they arise.

JOB DUTIES INCLUDE

- Review construction plans, drawing and specifications prior to permit issuance and provide corrected copy to builder
- Inspect all construction work for which a building permit is required
- Inspect new buildings, additions to and alterations of existing buildings for compliance with all building code editions as adopted by Elbert County
- Inspect building projects to ensure construction proceeds in accordance with plans approved with the building permit
- Read and interpret adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects
- Clearly notify contractor/builder of code violations with written compliance report at the time of inspection
- Work 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
- Work with computer and building/planning software to schedule inspections and update computer with results of inspections performed
- Follow up to verify violation corrections are made and takes appropriate action to insure compliance

- Evaluate existing buildings for hazardous conditions and initiates abatement, on a complaint basis, as witnessed and discovered in the field and as directed
- Study technical literature and attends meetings to keep current on applicable codes and code changes as they occur
- Manage updating and amending newer versions of codes and prepare for adoption by the Board of County Commissioners when requested
- Maintain positive and productive relationships with co-workers, builders, applicants and other inspectors
- Investigate alleged building code and zoning violations on a complaint basis, as witnessed and discovered in the field and as directed; issue citations for violations and engage in resolution process
- 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
- May be required to prepare violation cases for turning over to the County Attorney when necessary
- Assemble data and prepare regular narrative and statistical reports
- May be required to appear in court to present evidence (uncommon)
- Perform any and all duties as assigned

QUALIFICATIONS & SKILLS

Education and Experience

Graduation from high school or GED plus five years of experience or equivalent in architecture, engineering, contractor or superintendent of construction or any combination; Supervisory experienced preferred

Special Requirements

I.C.C. Certified Residential Combination Inspector (R-5)

I.C.C. Plans Examiner Certification (to include Building and Mechanical)

Must have or be willing to obtain Certified Building Official (CBO) qualification within 180 days of employment

Commercial certification and experience desired

Plumbing certifications for Inspection and Plan Review desired

Must have a valid Colorado Driver License with a clean driving record

Applicant must agree to and sign a release for a criminal background check

MVR must be presented at the time of interview

Salary based on experience

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

Must have 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 Blue Prince 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	Climbing Stairs:	Frequently
Balancing:	Frequently	Climbing Ladders:	Frequently
Bending/Stooping:	Frequently	Reaching at Shoulder Level:	Frequently
Twisting:	Frequently	Reaching Below Shoulder Level:	Frequently
Squat/Crouching:	Frequently	Reaching Above Shoulder Level:	Frequently
Kneeling:	Frequently	Standing/Walking:	Frequently
Crawling:	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 both in an office environment and 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.