



Building Official

Fire and Life Safety Inspector & Town Planner

General Purpose:

This person will perform a variety of full performance, para-professional and technical duties as needed to assure compliance with local, county, state and federal uniform building codes and assure compliance with Town zoning ordinances.

Supervision Received:

This position will be under the general supervision of the Clerk/Treasurer and Mayor.

Essential Functions:

Building Inspection:

- Conducts the pre-project process and coordinates the preparation of various drafts of project documents and specifications.
- Receives and examines building plans for compliance with international building code as to construction, building type, occupancy, and lot location.
- Verifies plans to conform to Town Ordinances
- Ability to explain and discuss ordinances and codes to those concerned.
- Calculates permitted fees and issues various permits based of parameters given.
- Visit building sites to perform inspections.
- Interpret regulations and codes for builders and property owners.
- Investigate violations of code and able to follow through proper departmental procedures for remediation if necessary.

Fire & Life Safety:

- Review Construction plans for Fire Code compliance.
- Conduct system inspections for new fire suppression and alarm systems.
- Conduct annual Fire & Life Safety inspections for pre-schools, day care facilities and in-home daycares.
- Investigate reports of fire safety systems malfunctioning or being disabled. Ensure code compliance is reattained in a timely manner.

Planner:

- Enforce Town Ordinances as to development, building and zoning laws.
- Receive and review Contractor Licensing Applications.
- Issue Contractor licenses and keep records of insurance and renewals.
- Conduct regular review of codes. Ordinances and regulations.
- Receive and investigate citizen complaints regarding Town Ordinance, codes and regulations.
- Advises builders, homeowners, contractors, engineers, architects and developers of potential violations.
- Conduct field investigations and property inspections to determine violations.
- Prepare and provide written and oral reports to Town Council, boards, Committees, and public interest groups as required to explain codes, programs and/or laws that pertain to your duties.

Perform other duties that may arise or as assigned by supervisor.

Minimum Qualifications:

Education:

- Must possess a High School Diploma or equivalent

Knowledge and Skills:

- Considerable knowledge of general construction methods, principles, practices and procedures.
- Working knowledge of technical and practical design of public works systems.
- Interpersonal communication skills.
- Considerable skill in the art of diplomacy and cooperative problem solving.
- Ability to effectively communicate both verbally and in writing.

Special Qualifications:

- Current licensing or ICC certification in Plumbing, Mechanical and Building Inspection, Plans Examination, and Fire Code.

Work Environment:

- Many physical activities may take place in this job, including but not limited to:
- Stooping
- Crawling
- Sitting
- Hearing
- Standing
- Reaching
- Muscular Strain
- Walking
- Lifting (50 lbs)
- Talking
- Frequent travel may be required for performing job functions.

All employees, for the first six months of their employment, will be on probationary status. The probationary period may be extended at the discretion of the Mayor and/or the Town Clerk.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create employment compensation or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provision of this description at any time as needs without notice. This job description supersedes earlier versions.

I _____ have reviewed and accept the above job description.

Signature

Date

