

COMMUNITY: City of Eloy  
POSITION: Chief Building Official  
Job Code: 3007  
EXEMPT: \$68,695 - \$106,476  
DEADLINE: Open Until Filled



**Summary:** Under general supervision, manages the building inspection, code enforcement and permitting staff and operations; assists in the review of building plans and specifications, and assures the effective enforcement of building and safety codes, laws, regulations, and standards.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews and evaluates development proposals, designs, applications, variance requests, technical documents and special permits for compliance with building codes, City standards and regulatory requirements;
- Reviews plans submitted, reviews applications for building permits; and calculates permit, development impact and plan review fees with residents, developers and builders; develops recommendations and changes required to meet standards.
- Provides leadership, direction and guidance in technical processes and procedures; trains professional and support staff; assigns and coordinates tasks and projects; reviews work for conformance with legal requirements and safety standards.
- Oversees field inspections; reviews permit records and notices; assures specifications are correct, complete and in compliance with established guidelines; maintains and updates inspection records, project documentation and files; and inspects existing buildings for compliance issues, as needed.
- May direct the daily activities of staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and provides input to the Director relative to staff performance;
- Participates in the preparation of the agenda and meets weekly with staff and the Director to discuss and resolve workload and technical issues;
- Monitors daily operations to identify and work with the Director to resolve problems.
- Answers inquiries and assists customers with the application process, calculation of fees, building codes, compliance issues, permit review, and other City standards and regulations; provides information and recommendations within his scope of authority.
- Coordinates with architects, engineers, contractors, homeowners, other departments and agencies to address and correct areas of concern to include special applications and interpretations of codes.
- Maintains communications with developers and builders on commercial and residential building inspection projects.
- Attends and represents the Division on building safety matters and issues at City Council, Board of Adjustment, Planning & Zoning Commission and/or Building Code Board of Appeals meetings, and as assigned by the Community Development Director.
- Performs other duties as assigned or required.

### **Knowledge and Skills:**

- Knowledge of City policies and procedures.
  - Knowledge of the principles and practices of the construction industry and building trades.
  - Knowledge of the principles and practices of plan review and building inspection.
  - Knowledge of building construction methods and materials.
  - Knowledge of Federal, state and local building, housing and safety laws, rules, ordinances, codes and regulations.
  - Knowledge of International Building Codes, National Electric Code, Property Maintenance Codes, and related state and local regulations.
  - Knowledge of budget procedures and practices.
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- Skill in interpreting and applying building and safety standards, and City policies.
  - Skill in reading and interpreting building plans, specifications, and blueprints.
  - Skill in performing building inspections for compliance with building and safety codes.
  - Skill in detecting deviations from plans, regulations, and standard construction practices.
  - Skill in providing advice and consultation on standard construction methods and requirements.
  - Skill in making arithmetic calculations quickly and accurately.
  - Skill in interpreting technical instructions and analyzing complex variables.
  - Skill in establishing and maintaining cooperative working relationships with employees, officials, other development agencies and the general public.
  - Skill in operating a personal computer utilizing standard and specialized software.
  - Skill in effective communication, both verbal and written.

### **Minimum Qualifications:**

Bachelor's Degree in Planning, Architecture, Engineering, Construction Management or related field; AND five years' experience in building code inspection or plan review, construction management and inspection; including three (3) years of supervisory and administrative experience; OR an equivalent combination of education and experience.

Must maintain a valid State of Arizona driver's license; International Conference of Building Officials (ICBO)/International Code Council (ICC) certification, as Building Inspector, Combination Inspector or Building Plans Examiner is required. ICC certification as a Building Official is desirable.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*

### **TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Eloy application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: <http://www.loyaz.gov>

Experience is highly desired for all positions. The City of Eloy conducts background screening and may conduct drug screenings on prospective employees (dependent on position). The City does not hire at the top of the pay range. Candidates may start above the beginning of the pay range depending on qualifications. The City of Eloy is an EOE/AA Employer.