

CITY OF HELENA



Position Title: Chief Building Official

Department: Community Development

Division: Building

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position, under general direction of the Community Development Director, is to supervise, plan, and coordinate the activities and operations of the Building Division within the Community Development Department; to coordinate assigned activities with other City divisions, outside agencies, and the general public; and to provide highly responsible and complex administrative support to Community Development Director.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Division Administration

This position directs, coordinates, and reviews the work plan and operational activities for the Building Division, including permit issuance, plan review, building inspection, code enforcement, customer service, and public outreach programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; and reviews and evaluates work products, methods, and procedures. They are also responsible for selecting, training, motivating and evaluating assigned personnel; providing or coordinating staff training; working with employees to correct deficiencies; and recommending and implementing policies and procedures. The incumbent participates in the development and administration of the division's budget; provides assistance to the Director;

The incumbent will be responsible for conducting investigations and review for dangerous building abatement actions independently and with fire and health officials; conducting investigations for the Building Board of Appeals hearings and serve as staff support and ex officio member; track and report on relevant legislative actions regarding fiscal or program impacts; prepare materials and amendments for Attorney review and City Commission action relative to updating and adoption of new building and ordinance codes.

From time to time, the incumbent will participate in the field inspection process and plan review processes when necessary.

Public Relations and Education

The position will be the point of contact for the general public, contractors, builders, developers, engineers and architects, and outside agencies; to obtain information. He/she will investigate and resolve building inspection and plan review matters; to negotiate and make recommendations/resolve significant and controversial building issues. He/she is responsible for establishing, maintaining, and fostering positive and harmonious working relationships with those contacted in the course of work.

From time to time, the incumbent will be required to participate in a variety of boards and commissions and attend and participate in professional group meetings. The incumbent will stay abreast of new trends, innovations, and regulations in the fields of plan examination and building inspections.

Perform related duties and responsibilities as assigned.

Essential Knowledge, Skills and Abilities Related to this Position

Knowledge of:

- Operational characteristics, principles, practices, services and activities of a comprehensive building inspection and plans examination program.
- Civil engineering principles, practices, and methods as related to structural engineering and building code enforcement.
- Pertinent Federal, State, and local laws, building codes and regulations including the International Building and Residential, Uniform Plumbing, International Mechanical, and National Electrical Codes.
- Principles of structural design, engineering mathematics and soil engineering.
- Construction methods, materials, techniques and equipment used in building.
- Principles of management, supervision, training and performance evaluations
- Modern office practices, methods, and the use of computer equipment knowledge and skills.

Skill or ability to:

- Interpret building codes, inspection policies and procedures to contractors, homeowners and the general public and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Safely operate a motor vehicle
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and maintain accurate and complete records.
- Communicate orally or in writing
- Prepare clear and concise administrative, financial and other relevant reports.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Physical Demands

Ability to work in a standard office environment as well as other locations including outdoors where there may be exposure to cold, heat, noise, mechanical hazards and electrical hazards. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear, and lift up to 25 lbs.

Safety

The position performs all functions of the job in the safest possible manner and according to policies and procedures. The incumbent participates fully with safety trainings. The position reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training)

This position requires a Bachelor's degree with major coursework in architecture, construction technology, civil engineering or a related field AND **five** years of responsible experience in the design, construction and inspection of public, commercial, industrial and residential building including **three** years of administrative and supervisory responsibility. Other relevant combinations of education and work experience may be evaluated on an individual basis

License or Certification:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Possession of, or ability to obtain, ICC certification as a Plans Examiner and/or a Building Inspector

within 12 months of hire.

Possession of certification as a Building Official is highly desirable.

Supervision Received:

Supervised by the Community Development Director

Supervision Exercised:

Exercises direct supervision over division technical and clerical staff.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
--