



Grand County

Job Description

Title:	Chief Building Official/Floodplain Administrator	Job Code:	1400
Division:	Administration	Effective Date:	09/2017
Department:	Building	Last Revised:	

GENERAL PURPOSE

Performs a variety of **administrative, supervisory, code-professional and technical duties** as needed to plan, organize, direct and coordinate the daily operation of the building department. Ensures compliance with the construction codes currently adopted by the state of Utah. Through inter-local agreement serves as Building Official for the northern San Juan County, La Sal Mountains (West Slope), City of Moab and the Town of Castle Valley.

Acts as FEMA Community Floodplain Administrator and oversees the implementation and compliance with the National Flood Insurance Program (NFIP). Manages Grand County's flood loss reduction activities by enforcing the community's flood damage prevention ordinance.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Council Administrator.

SUPERVISION EXERCISED

Provides general supervision to Building Inspector(s) and Permit Technician/Flood Plain Manager.

ESSENTIAL FUNCTIONS

Building Official: Performs daily administrative tasks of department; performs as the county's Chief Building Official as described in various codes and regulations and ordinances; plans and organizes the overall activity of the building inspection operations; coordinates the day to day administrative requirements; coordinates scheduling of inspections in all phases of construction, alterations and repairs to assure adherence to adopted codes, plans, and specifications; assist County Recorder with addressing and GIS; serves as a nonvoting member and secretary of the Building Board of Appeals; coordinates with county attorney's office with regard to code enforcement, and acts as department's expert witness in litigation.

Performs the preparation and development of departmental budget and monitors fiscal controls to assure conformity with established financial constraints; hires, trains, motivates, evaluates, disciplines and directs the work staff; initiates and coordinates with personnel office regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

Manages the departmental decision-making processes; develops, implements, evaluates and revises policies, practices, priorities, methods and procedures in order to improve uniformity, fairness, accuracy and efficiency of code interpretations and enforcement.

Performs complex and detailed plan examination to insure compliance to state and local codes and ordinances; researches and reviews proposed building plans to assure compliance with county ordinances, uniform building and safety codes; refers plans to other agencies for further research as necessary.

Coordinates the maintenance of all inspection and permit records; determines building permit fees following established procedures for building type and size; oversees the issuing of permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law.

Interfaces with public in area of building code compliance; performs and supervises the inspections of new or existing residential, industrial, or commercial structures within the county to assure compliance with established codes, i.e., building, plumbing, mechanical, electrical, zoning, site development and flood plain regulations; performs and supervises the inspections of properties and buildings under construction for compliance with setbacks, size, height, subdivision conditions of approval and general zoning regulations.

Manages the interpretation of model codes and acts as an arbitrator between inspectors and the public; assures the enforcement of the minimum provisions of the building, electrical, plumbing, mechanical, ADA accessibility, energy conservation, fuel gas and related codes; reviews and adopts standards for new materials and procedures to be used for building within the county; identifies and resolves problems with building safety issues and negotiates options for compliance.

Floodplain Administrator: Explains floodplain development requirements to community leaders, citizens, and the general public; reviews, approves or denies updates and revisions to the community's Flood Insurance Rate Maps (FIRM's); updates, flood maps, plans, and policies of the community, and any of the activities related to administration.

Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the overall Grand County Floodplain Management Program(s) as well as formally adopting and periodically updating the community Flood Damage Prevention Ordinance. Performs community coordination of floodplain related projects, studies and plans initiated by Federal and State Agencies, nonprofit organizations, and others. Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects.

Functions as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others; assists and cooperates with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) **Chief**

Program reviews, and other floodplain management program actions for coordination; monitors and coordinates other Federal and State Floodplain Management programs.

In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the community's chief administrative officer.

Special Events Coordinating Committee: Provides building and fire code expertise related to temporary buildings, stages and membrane structures used for special events; serves as voting member of the committee.

GIS Policy Committee: Serves as voting member of the committee. Assists in the determination of the county's GIS needs and system protocols

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in construction related field or related field;
OR
- B. Eight (8) years of progressively responsible experience performing above or related duties;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of the requirements of ANSI A117.1.; International Energy Conservation Code; Uniform Code for the Abatement of Dangerous Buildings; computer operations and an understanding of GIS work; model codes, including state and local amendments, and should be able to communicate those requirements to the lay public in a clear and understandable manner; GIS and its uses; principles of surveying, building construction, hydrology and hydraulics; basic computer software programs.

Considerable skill in the art of diplomacy and cooperative problem solving; computer operations and various software applications. Skill at the journey level in one or more of the construction disciplines (i.e., building, electrical, plumbing, mechanical, etc.).

Ability to interpret codes accurately and effectively; enforce regulations with fairness and impartiality; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; communicate in written form; climb scaffold and crawl in tight spaces in order to perform inspections; make quick decisions based on good understanding of code; learn and utilize various computer software programs such as Word, Excel, GIS (Arc View, etc.), and particularly those related to the NFIP permit requirements; establish and maintain effective working relationships with governmental/private/public officials, employees and the general public.

3. Special Qualifications:

Must possess and maintain certification from ICC as a combination inspector which includes certification in residential building, residential plumbing, residential electrical, residential mechanical, National Electrical Code, International Building Code, International Plumbing Code and the International Mechanical Code. Must possess ICC Plans Examiner certification. Must possess a license from the Utah Department of Professional Licensing as a Combination Building Inspector. Must have training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager certificate, or will obtain and maintain such a Certificate within six (6) months of beginning employment. Must pass post-employment offer physical, drug test and background examination. Must be willing to participate in random drug screening. Must complete a 12-month orientation/introductory period. Must possess valid Utah driver license. Subject to on call and called out status including weekends and/or holidays.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving common to most job functions. Frequent travel required in course of performing portions of job functions.



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 any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)