



Job Title: Chief Building Inspector

Department: Planning & Building

Reports To: Building Safety Manager

Salary: \$63,241 - \$94,861

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| Job Status: Regular, Full-Time | FLSA Status: Exempt | Town Status: Classified |
| Origination Date: 2/16/2010 | Revision Dates: 1/27/22 | |

JOB SUMMARY

Supervise building inspection functions and personnel. Assign and monitor quality of inspections. Coordinates and oversees building inspection work and training. Inspect complex buildings and structures in various stages of construction. Maintain inspection records and provide inspection reports as required.

ESSENTIAL FUNCTIONS

- Supervise building inspection functions and personnel. Organizes and distributes inspection requests and schedules work activities for assigned inspection staff. Assign and monitor quality of inspections. Prepare reports and correspondence related to inspection activity.
- Coordinates and oversees commercial and residential building and structure inspections for building, mechanical, plumbing, electric and fire code issues during various stages of construction.
- Inspects commercial and residential structures for building, mechanical, electrical, plumbing, fuel gas, energy conservation, outdoor lighting code, fire and ADA accessibility to ensure compliance with approved plans and Town adopted codes and ordinances.
- Prepare inspection correction notices on buildings and structures inspected.
- Maintain inspection records and provide inspection reports as required.
- Establishes and maintains partnerships and effective working relationships with other departments, agencies, local businesses, community groups and professional organizations. This includes relationships with homeowners, business owners, architects, engineers and builders.
- Attends and participates in pre-construction meetings with Town staff, contractors, subcontractors, architects, developers, business owners and outside agencies. Responsible for preparing, scheduling, coordinating and conducting pre-construction and C of O meetings.
- Schedule functions and activities to ensure continuity and effectiveness of programs, services and special events. Schedules, assigns and coordinates work. Schedules required training.
- Assists Building Safety Manager with recruitment process, hires, directs, supervises, counsels, trains, develops, and evaluates direct reports. Addresses employee concerns and problems, counsels and redirects staff as necessary, completes appropriate performance evaluations for direct reports.
- Responsible for handling code enforcement complaints, documentation and testifying in court if required.
- Prepares and submits routine, recurring and special reports, analyses and recommendations.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety



policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.

- Must be able to operate and use a copy machine, fax machine, general office supplies, computer, printer, calculator, telephone, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet. Engineering and architectural tools of the trade.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of current Town adopted codes and ordinances.
- Skills at organizing time and work wisely and efficiently in an environment subject to interruptions and changing priorities.
- Skills in monitoring and ensuring all inspections are done in compliance with Town codes, ordinances, industry standards, plans and specifications.
- Skills at maintaining accurate records of permits, inspections and violations.
- Skills in operating specialized computer software and applications.
- Knowledge of safety practices on construction sites.
- Ability to read and interpret project construction plans and specifications.
- Ability to prepare clear and concise written comments with references to code sections.
- Ability to resolve issues on non-compliant work with contractors and other agencies.
- Ability to communicate effectively and establish and maintain effective working relationships.
- Ability to exert physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of moderate weight (generally 25 pounds).
- Ability to work outdoors in extremes of heat, cold and inclement weather with potential exposure to dust, dirt, loud noises, construction activities/materials, walking on uneven terrain for extended periods of time and climbing ladders and scaffolding.

MINIMUM QUALIFICATIONS

- Associates degree or equivalent from a college, technical, business, or vocational school
- Two years of supervisory or management level experience; or any combination of formal education and experience to perform the essential functions.
- Five years' experience reviewing building plans, fire plans, or conducting building inspections or fire inspections in a code enforcement office; or, five years' experience working as a plans examiner, building inspector, fire inspector, or as a project superintendent, project manager, project architect, or project engineer in an architectural, engineering or construction office; or, three years' experience as a Plans Examiner or Building Inspector in a local government.
- Certification as a Residential or Commercial Combination Inspector by the International Code Council (ICC), and two of the following ICC certifications: Residential or Commercial Building, Mechanical, Plumbing or Electrical or Fire Inspector.



REQUIREMENTS

- A valid Arizona driver's license is required within ten days of hire.
- Must be able to pass a background investigation.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers