



PRESS RELEASE

RE. PERSONNEL COMMITTEE MEETING
TUESDAY, February 11, 2020
BEGINNING AT 4:30 PM
SECOND FLOOR CONFERENCE ROOM AT CITY HALL

AGENDA

Deputy Building Official job description.

CITY OF RUSSELLVILLE

Position Description

POSITION TITLE: Deputy Building Official

Exempt (Y/N): N

DEPARTMENT: Fire

DATE PREPARED: January, 2020

SUPERVISOR: Fire Marshal/Building Official

SUMMARY

The Deputy Building Official reports directly to the Fire Marshal/Building Official, and is responsible for enforcement of all fire, building and life safety codes as adopted by the City of Russellville and the State of Arkansas. Assists the Fire Marshal/Building Official in planning, organizing, and facilitating the Department's Fire, Building and Safety Division including planning new construction, commercial and residential inspection services, building plan reviews, code compliance, community outreach and education. Participates in the daily operation and activities of the Fire, Building and Safety Division, by performing or supervising complex inspections, including but not limited to, building, electrical, plumbing and mechanical. Assists building professionals, business owners, and the general public with technical inquiries related to planning, construction, plan review, compliance, and/or inspections. Responds to citizen inquiries and complaints. May assume responsibilities of the Building Official in the absence of same; and provides highly responsible and complex staff assistance to the Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in coordinating the organization, staffing and operational activities for commercial, residential and industrial inspections.
2. Supervises or assists in supervising building inspectors and office staff.
3. Participates in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
4. Identifies opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
5. Directs, coordinates and reviews the work plan for all building inspection services and activities; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

6. Reviews construction plans, drawings and specifications to ascertain compliance with building codes.
7. Conducts field inspections of professional trades, basic, complicated or highly technical situations, including rough-in, mid-construction and final.
8. Ensures consistent and appropriate interpretation of the building codes and City ordinances.
9. Meets with architects, engineers, contractors and property owners regarding pre-construction requirements.
10. Provides staff assistance to the Building Official; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Assists in the coordination of Fire, Building and Safety Division activities with those of other divisions and outside agencies and organizations.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and zoning code enforcement.
13. Maintains training and/or CEU requirements for certifications and/or licenses.
14. Performs related duties as required or assigned.

OTHER DUTIES/RESPONSIBILITIES

1. Attends Technical Review and Planning Commission meetings upon request.
2. Consults with Professional Engineers, Architects, General Contractors and Building Official upon request.
3. Provides instruction in a classroom or field setting, to Fire Companies regarding fire protection systems, building construction or other fire/building code related subject matter.
4. Attends professional conferences.
5. Maintains other department training and certification and/or CEU requirements.
6. Maintains Department issued vehicle and equipment.

QUALIFICATIONS:

Knowledge of:

ICC Certified Commercial/Residential Inspector and/or State of Arkansas recognized plumbing inspector, electrical inspector, HVAC inspector.

An equivalent combination of relevant certificates, licenses, registrations, education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above may be taken into consideration and may be qualifying.

OTHER REQUIREMENTS

A valid Arkansas Driver's License

Driving record with acceptable results in accordance with the city's insurance authority standards.

Completion of a nationwide criminal background search with acceptable results.

Maintain current certification(s).

Willingness to work weekends, nights, holidays and overtime as required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other City departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with citizens, contractors, and state officials as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer and various inspection equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

Ability to communicate tactfully and effectively orally and in writing with architects, builders and citizens; possess good judgment; good powers of observation and memory. Ability to interpret a variety of city, county, state and federal laws. Considerable knowledge of construction materials and standard building construction practices. Good knowledge of state and local building regulations and codes. Skill in the operation of a computer. Ability to interpret Building Codes for specific situations in the field. Ability to maintain detailed records. Ability to recognize code violations and construction defects at construction sites. Ability to read and interpret architectural drawings and schematics.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, outside weather conditions; extreme cold; extreme heat; risk of electrical shock.

The noise level in the work environment is usually loud.