



## Job Description

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<b>TITLE:</b> Building Official	<b>JOB CODE:</b> 2410
<b>DEPARTMENT:</b> Community Development/Building Division	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK LOCATION:</b> NO

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**Summary:** Works under the general direction of the General Services/Community Development Director; plans and supervises building division staff and operations; oversees and provides professional service to the public through the issuance of permits, plan reviews, building inspections and the interpretation and enforcement of the International Code Council and New Mexico Construction Codes; ensures compliance with all laws and regulations; performs all necessary inspections for completion of building projects; issues building finals and certificates of occupancy.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative 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 tasks.*

- Supervises assigned staff; prepares budget for department; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required.
- Coordinates a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Reads, understands, and approves construction blueprints and specifications for code compliance for both residential and commercial buildings.
- Processes permit applications; computes permit fees; and issues permits.
- Inspects residential, commercial, industrial, and other buildings during and after construction to meet provisions of building, grading, zoning, safety laws, approved plans, specifications, and standards.
- Maintains permit files and correspondence.
- Issues stop work orders; instructs contractors on corrective action.
- Observes conditions and issues notices for corrections to persons responsible for conformance.
- Obtains evidence and prepares report concerning violations which have not been corrected.
- Ensures the proper operation and timely maintenance of all assigned vehicles and equipment.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the International Code Council codes and the New Mexico Construction codes as applied to both residential and commercial structures.
- Knowledge of occupational hazards and safety rules and regulations in building construction and inspection.
- Knowledge of County policies and procedures.
- Knowledge of supervisory principles, practices and methods.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in reading and interpreting blueprints and specifications to ensure code compliance.
- Skill in scheduling, conducting and documenting plan reviews, inspections.

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### Building Official

- Skill in working with the public and contractors.
- Skill in writing reports and business correspondence.
- Skill in interpreting and following a variety of instructions furnished in written, oral, diagram, or schedule form.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

### Education and Experience

- Associate's Degree in pre-engineering, construction technology, or related field; five (5) years of increasingly responsible inspection experience including three (3) years of plan review experience; or, equivalent combination of education and work experience sufficient to perform the duties of the position.
- Previous experience in a supervisory capacity is required.
- Must possess a Certified Building Official Certification.
- Must surrender contractor's license to the Construction Industries Division to be held in an inactive status for the duration of employment.
- Valid State of New Mexico driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an indoor environment with occasional outdoor activity required.
- May be exposed to dangerous machinery, potential physical harm, and extreme weather conditions. Noise level is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____