

# **CITY OF CROWLEY BUILDING OFFICIAL**

**Pay Grade: 126**

**FLSA: Non-Exempt**

**Salary Range: \$77,667.20 - \$114,046.40**

## **JOB SUMMARY**

Oversees all aspects of the City's permitting process and inspections. Ensures compliance with building codes and municipal ordinances, as well as applicable state and federal regulations related to construction and development. Exercises a high degree of creativity, independent judgment, and discretion in performance of this role. Prepares and presents reports to management and city boards and/or City Council, as needed. Reports to and works under the general supervision of the Planning & Development Director. Responsible for supervising some work of the Permit Tech/Permit Clerk.

## **THE COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department is at the forefront of meeting the growth occurring in the city and consists of planning and zoning, permits, plan review, and inspections. The department staff members are the Planning & Development Director, Building Official, Planner, and Permit Tech. The Building Official will be part of a dynamic team that maintains high standards for the quality of our work – but we strive for a friendly, cooperative work environment, with team members supporting each other and working together closely to achieve goals.

The City of Crowley uses a “four 9's and a half” work week, working nine hours Monday through Thursday and four hours on Fridays.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

- Conducts reviews and interprets construction plans and blueprints ranging from small residential fence projects to commercial and multi-family buildings; interprets codes relating to building codes as well as zoning and other applicable city, state, and federal regulations. Prepares a variety of reports, documents, and correspondence relating to the building permits office
- Performs onsite building inspections for safety, code, and ordinance compliance with building, electrical, plumbing, mechanical, zoning, erosion, and sign code requirements
- Conducts required inspections during building condemnation procedures
- Works closely with permit clerk/tech to coordinate and maintain accurate records of all inspections and plan reviews
- Communicates with contractors, builder, developers and citizens during the plan approval and inspection processes to insure compliance with municipal ordinances and regulations
- Works with contractors and others to resolve problems; provides direction and assistance to contractors; identifies code violations; issues compliance letters and stop work orders to ensure enforcement of code requirements; as required, prepares and files ordinance violation complaints
- Provide assistance to the public regarding the process for obtaining building permits, registering as a contractor, or meeting requirements for construction
- Records violations of any state and local zoning and building codes and make re-inspections as required insuring compliance with city codes
- Works with code enforcement officers dealing with substandard or dilapidated structures to bring those structures into compliance
- Coordinates with Code Enforcement and/or the Fire Marshal on various code compliance activities, including the abatement of dangerous or unsafe structures
- Could assist in the Permits office to provide back-up support to the Permit Clerk/Tech
- Attends meetings of the Development Review Committee; coordinates and attends pre-application meetings; coordinates plan review with other departments, as needed
- Process permit applications for building permits, demolition permits, sign permits, fence permits and various other permit requests and calculates permitting fees
- Regular attendance and punctuality are an essential function of this job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Possesses a thorough working knowledge of all building code regulations
- Able to read and interpret zoning codes as they relate to building permits
- Working knowledge of computer office software and various office equipment including, 10-key calculator, fax, copier, computer, and permit software program
- Preferred experience utilizing MyGov software to intake and issue permits, enter inspection results, and log comments

Must have good organization skills and must be able to:

- Communicate clearly, both orally and in writing.
- Meet with the public and discuss problems tactfully, honestly and effectively
- Make presentations, as needed, to City Council, city boards, and the public
- Make decisions and solve problems
- Maintain an effective working relationship with contractors, co-workers, and community members.
- Prioritize work assignments
- Understand and follow oral and written communications
- Perform general math calculations.

## **EDUCATION, EXPERIENCE AND CERTIFICATION**

Must have High School Diploma or GED and a minimum of five years' experience in municipal building inspection and plan review.

### Required Licenses and Certifications:

- Texas drivers' license
- Texas Plumbing Inspectors License from the State Board of Plumbing Examiners
- International Energy Code Certification
- Certifications from the International Code Council as a building, electrical, plumbing, mechanical, and energy code inspector or combination inspector
- ICC Certified Building Official (CBO) Certification