

Job Title: Building Official

Supervisor: Assistant City Manager for Economic Development

Pay: \$61,150 - \$79,000

FLSA: Salaried

Location: 1829 Sam Houston, Liberty, Texas 77575

Duties and Responsibilities

Overview: The Building Official is responsible for supervising and overseeing all operations and functions of the Inspections and Permits Department. This includes permits, building inspections, plat and plan review, code enforcement, and floodplain management.

Essential Job Functions: Administers, interprets, and enforces city building codes, state property maintenance codes, city property maintenance codes, environmental codes, and ordinances of the City of Liberty; makes visual inspections during building and site construction to insure code compliance; reviews commercial and residential building plans for code compliance; insures that building permits are issued in a timely manner; regularly patrols the city for code violations, including code enforcement issues as well as building without a permit; responds to and investigates any violations that relate to environmental, building safety, signs, hazards, drainage, permits, land use, zoning, high weeds and other nuisance issues; makes recommendations for ordinance amendments; provide training and support to staff in the Inspections and Permits Department; attends City Council and Planning and Zoning meetings as needed; responds to citizen complaints; meets with contractors, developers, city staff, and citizens; works with various city departments; works with the Water Control Improvement District #5; issue citations when required; attend any and all classes and trainings necessary to maintain certifications; oversees the work of the Code Enforcement Officer and Permit Technician.

Other Job Functions: Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The City of Liberty retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as necessary.

Working Conditions

Must be available to work 8:00 a.m. – 5:00 p.m., Monday thru Friday and other times when necessary. Must be able to work weekends when needed. Works inside and outside in all kinds of weather; exposed to noise, dirt, dust, heat, and various insects; requires seeing, standing,

walking, climbing stairs, sitting, stooping, bending, and lifting objects weighing as much as 50 pounds. This position is subject to recall during an emergency situation or natural disaster.

Minimum Essential Qualifications

Knowledge: Must have knowledge of the 2018 international building codes; must have knowledge of City of Liberty ordinances and policies; must have knowledge of rules and regulations related to code enforcement; must have knowledge of state law regarding building permits and inspections; must be able to effectively lead and manage staff.

Skills/Abilities: Must be able to use standard office equipment, including, but not limited to, a computer and windows-based software; a multi-line phone; a cell phone; a filing cabinet; a fax machine; and a photocopier; must have strong verbal and written communication skills; must be a team player; must be willing to learn new skills; must be open to ideas.

Physical Requirements: Constantly sees and hears; drives city vehicles on a daily basis; kneels, stands, walks, operates a calculator, operates a personal computer, types, enters data, cleans, runs, sorts, twists body, carries, drags and lifts objects weighing up to 50 pounds, holds, pulls and pushes objects weighing up to 50 pounds, climbs, squats, stoops, and crawls; frequently files and types.

Education/Experience: Graduation from high school and minimum five (5) years' experience as a building official, building inspector, or related position and at least two (2) years of supervisory experience;

Required License:

Texas state plumbing inspector;
Texas state registered code enforcement officer;

Preferred License:

Certified Building Official (CBO) or ability to obtain within eighteen (18) months of hire;
ICC Certifications – Commercial and residential building inspector, commercial and residential electrical inspector, building plans examiner;
Certified Floodplain Manager (CFM);

Other

Must possess a valid Class C driver's license with a good driving record. Other state valid Class C driver's licenses with a good driving record will be considered. Texas state law requires within 30 days of residency. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**