

*Code:* 7685

*Title:* CHIEF BUILDING OFFICIAL

**SUMMARY:** This classification administers and manages the Building Codes Division of Planning & Development Services, and interprets applicable building and related codes for statutory appeals and advisory board and the courts. Functional responsibilities include the administration and management of staff performing plans examining, issue of construction permits and field inspections in accordance with the County building codes, laws, statutes and applicable construction industry and engineering standards and practices.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes, supervises and assigns the work of staff in the Building Codes Division, directly or through subordinate supervisors;  
Coordinates Division activities with other Department functional areas and outside agencies;  
Evaluates, conducts or coordinates provision of technical training and development of staff;  
Establishes and enforces procedures for examination of plans and technical data, interpretation and application of County building codes and related legal and industry guidance;  
Supervises field inspection programs relative to permitted construction, alteration, repair, moving and/or demolition of structures;  
Reviews plans and technical data for complex projects for compliance with County building codes and applicable codes, laws, statutes, ordinances and industry standards;  
Oversees or directs investigations of complaints alleging code violations, and refers complaints to appropriate other authorities as needed;  
Prepares complaints for legal action against violators of building and related codes and ordinances, and confers with the County attorney regarding interpretation and application of applicable codes and ordinances;  
Evaluates new construction products, systems and methods and makes recommendations to the Development Services Director, County Administrator and/or Board of Supervisors for inclusion in County building and speciality codes, laws, statutes and standards or for modifications of same;  
Provides expert technical assistance and guidance to staff, engineers, architects, contractors, owners and permit-holders in the interpretation and application of pertinent codes;  
Identifies discrepancies, potential conflicts and recommended changes to applicable codes, laws, ordinances and technical standards for administrative decision and action;  
Assists the Development Services Director with research and makes effective recommendations for issues under consideration by the Building Official's Appeal Review Panel or special projects;  
Makes effective recommendations to the Director on staff personnel matters;  
Serves as member of the joint City/County Code Review Committees, and represents the County at Model Code Chapter and similar codes enforcement-related meetings, workshops, symposia, etc.;  
Prepares and submits routine, recurring and special reports to management;  
Maintains manual and computer-based records of work activity, materials reviewed, etc;  
May act as Development Services Director in the absence of the incumbent.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- County building codes, standards, laws, ordinances and related standards for construction;
- Uniform Building Codes and related construction industry standards;
- City/County construction permitting and appeals processes;

- processes and techniques for reviewing and analyzing construction plans, drawings and related technical data, and performing site inspections to assure code/permit compliance;
- principles and techniques of employee supervision, evaluation and training;
- principles and techniques of administrative management;
- public-sector budget administration.

Skill in:

- reading, interpreting and applying applicable building codes, standards, laws, statutes and ordinances;
- reviewing and analyzing construction plans, permit applications, drawings and related technical data for compliance with applicable codes, etc.;
- communicating effectively;
- assigning, supervising and evaluating the work of assigned staff;
- assessing need for and conducting or coordinating conduct of needed staff training;
- identifying discrepancies, potential conflicts and recommended changes to applicable codes, laws, ordinances and technical standards;
- conducting and documenting investigations of alleged code violations, and preparing complaints for legal action;
- assisting staff in the interpretation and application of applicable codes, etc.;
- resolving discrepancies in constructions plans, technical data and permit applications and appeals with consulting engineers, contractors, property owners and permit-holders;
- developing and administering unit operating budgets;
- maintaining manual and computer-based records, reports and correspondence.

MINIMUM QUALIFICATIONS:

Ten years of experience, or equivalent, as an architect, engineer, inspector, contractor or superintendent of construction, or any combination of these, and five years of which shall have been in supervisory experience, plus current, active certification by a nationally recognized organization (e.g., ICBO, ICC) as a Certified Building Official (CBO). [Per Pima County Ordinance 2001-10 and adoption by reference of the International Building Code (IBC).]

OTHER REQUIREMENTS:

Licenses and Certificates: A current Arizona Class D Driver's License may be required at the time of appointment. Maintenance of a current, active certification as a Certified Building Officer (CBO) issued by the ICBO or equivalent nationally recognized organization is a condition of employment; failure to maintain this certification may be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.