

# City of Alexander City

## JOB DESCRIPTION

Job Title: Building Official

Salary: Grade 20 \$42,652

### Job Summary

Under the administrative direction of the Community Development Coordinator, the Building Official inspects residential and commercial construction, alteration, and repair sites for compliance with required codes and ordinances, advises contractors of code violations and ensures remedial action is taken. Maintains inspection records, prepares and submits reports, and takes corrective measures on observed violations. Reviews plans for residential, commercial and industrial structures prior to issuing of permit; promotes positive relations between contractors, residents and City officials. Communicates building code information and performs other duties as required.

### Essential Functions

- Performs inspections of residential, commercial, and industrial construction, alterations, and repairs to ensure compliance with the code requirements. This includes codes for building, residential, mechanical, plumbing, gas, electrical, fire, grease, and all City applicable Ordinances
- Advises contractor and owner of code violations
- Examines permit or license to determine that no violations exist
- Ensures that City Ordinances are not violated
- Performs final inspections of structure to ensure complete conformity with code requirements
- Maintains daily record of inspections which have been performed
- Records and reports any violations of codes or ordinances to supervisor for review
- Issues notices of correction and takes necessary steps to resolve issues
- Inspects job plans for compliance with City adopted codes
- Maintains a professional relationship with contractors and general public
- Confers with and assists other professional inspectors within building inspections as required
- Attends code conferences/seminars/classes to remain current with new or additional information
- Collaborates with County Health Departments as needed
- Works with Historic Preservation Committee to ensure compliance with requirements for maintaining structures included on the historical registry
- Perform other duties and participate in special projects as needed

## Knowledge, Skills, and Abilities

- Considerable knowledge of all types of building construction materials and methods
- Considerable knowledge of City building, housing, and physical layout of the City
- Knowledge of the standard tools, materials, methods and practices used in electrical maintenance and construction
- Knowledge of occupational hazards and safety precautions of the work
- Ability to read and interpret plans, specifications and blueprints
- Ability to establish and maintain effective working relationships with supervisors, peers, subordinates, the general public, property owners, and public officials
- Ability to enforce the building and housing codes with firmness and tact
- Ability to work independently
- Ability to use personal computer
- Able to communicate effectively and professionally, both orally and written

## Qualifications

- High school diploma or GED
- Possess or ability to obtain ICC (International Code Council) certification within six months
- A minimum of three years in construction, inspection, or an associated technical field
- Physical ability to climb up/down ladders, long periods of standing or walking, bending, stooping, and moderate lifting
- Possession of a valid Alabama driver's license
- Willing to travel, including overnight, occasionally as necessary
- Willing to work over-time and non-standard hours and weekends as needed
- Qualified to be insured under city insurance
- Must attend continuing education classes to maintain certification renewal requirements

Posting Dates – 2/28/2018 – 3/11/2018

City Employees interested in this position should contact Kathy Railey at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. External applicants must meet all requirements, and can come to City Hall to get an application.

**Alexander City is an Equal Opportunity Employer**