CITY OF JOPLIN MISSOURI

Job Description

Job Title:	Chief Building Official	Classification:	Classified
Department:	Planning, Development and Neighborhood Services	Grade:	340
Occupational Group:	Code Enforcement and Inspection	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; plans, coordinates, and reviews the day-to-day activities of staff responsible for building inspection and plan review.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans, coordinates, assigns, and reviews the work of building inspectors and other support staff to ensure that new construction/remodeling projects for residential and commercial structures in the City of Joplin comply with established City zoning and building codes/ordinances and basic building codes and guidelines.
2. Reviews construction plans for code compliance; communicates concerns and possible remedies, when requested.
3. Meets with architects, engineers, contractors, and home/business owners to explain City of Joplin building code and ordinances and basic building codes; investigates and resolves problems/disputes between inspection staff and home/business owners regarding code compliance; oversees issuance of construction-oriented permits/licenses.
4. Represents the City in meetings with the media, the Zoning Board of Adjustment, and the Building Board of Appeals; develops and implements annual budget for the Building Division, including maintaining an inventory of equipment, supplies, and materials needed for the efficient, effective operation of the Division; orders additional stock as necessary; maintains records and prepares reports.
5. Contributes effectively to the Planning, Development and Neighborhood Services Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
6. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
7. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
8. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

9. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: City of Joplin building and zoning codes and ordinances to be enforced; regulations and procedures for issuing building/sign permits; basic building codes and guidelines, including electrical, plumbing, and general construction codes; general management principles and practices, including budgeting, program/project planning and evaluation, and employee supervision and training; location of streets and addresses in the City of Joplin; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with property owners, architects, engineers, construction contractors, other staff, and the public; planning, organizing, and directing the activities of a municipal enforcement/regulatory agency; understanding and interpreting complex statutes, ordinances, regulations, and standards; reviewing and evaluating the work of subordinate staff to ensure that established regulatory/enforcement program standards are met; reading and understanding construction plans and blueprints; understanding and interpreting complex regulations and guidelines; inspecting property to identify violations of City of Joplin zoning and building codes and ordinances and violations of basic building codes and guidelines; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Engineering, Construction Management, or related discipline.

Experience: Five years full-time construction project management, at least two years of which involved supervisory responsibilities; or additional construction project management experience may substitute for the required education on a year-for-year basis.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. International Chief Code Council (ICC) Chief Building Official Certification is preferred.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	