



## City of Helena Building Official

Job Type: Full-time

**Closing Date: March 9, 2021 at 5:00PM**

**All Applications are at City Hall and must be turned in to City Hall attention Amanda Traywick**

**Salary Range: \$80,367.69 - \$98,116.41**

### Description

Under the administrative direction of the Mayor, the employee is responsible for the management and supervision of the Inspection Department. Hires employees and supervises the work of Department employees. Maintains records and completes reports. Conducts plan reviews and inspects construction sites to ensure codes and ordinances are observed. Attends Department head meetings, and meetings of the Board of Adjustment and Appeals, Planning and Zoning, City Council meeting and other meetings as required.

### Principle Duties

#### ➤ Supervision and Administration

- Interviews and hires applicants.
- Approves employee leave time.
- Schedules employees and assigns work.
- Reviews work for accuracy.
- Reviews Department needs for equipment and supplies.
- Develops annual Department budget and submits to the Mayor and Council; works with the Building Superintendent in creating budget.
- Fills out requisition orders.
- Ensures expenditures are within budget.
- Completes and submits all required reports; quarterly reports and additional reports requested by the Mayor and/or City Council.
- Attends meeting of department heads and meetings of the Board of Adjustment and Appeals and Planning and Zoning
- Represents the Department in meetings with the public, Mayor and City Council.
- Pursues and accepts bids on equipment for the City.

#### ➤ Inspections

- Research contractors to ensure state building license is current.
- Verifies builders' license numbers if necessary.
- Performs construction plan reviews, ensures plot plans meet requirement; reviews and conducts foundational surveys.
- Processes building permits; receives applications, reviews plan, checks zone compliance, notes, and ensures corrections are made, approves and signs application.
- Turns in yearly report to State Ethics Commission.
- Performs initial, pre-final and final field inspections; footings, setbacks, termite treatments, reinforcements, steel, concrete, framing, decking, roofing, gas, plumbing, electrical, and HVAC inspections.

- Issues or denies certificates of occupancy to the homeowner or contractor.
- Evaluates complaints based on city code regulations and maps.
- Enforces city code and investigates complaints of violations.
- Inspects mobile homes, additions, remodeling projects.
- Investigates reports of unsafe buildings; issues a list of corrections, re-inspects to ensure compliance.
- Approves all power releases.
- Interacts with and provides information to the Board of Adjustments and Appeals, Planning and Zoning
- **Enforcement**
  - Inspects swimming pools, storage sheds, fencing, billboards, signs, etc. for compliance with city code.
  - Investigates nuisance animals, uncut grass, and unsanitary conditions complaints.
  - Investigates abandoned homes; research owners, notifies of code violations, keeps records of correspondence, arranges for removal if necessary.
  - Testifies in cases involving non-compliance with zoning or other ordinances.
  - Provides information on variances and special exceptions, and general use regulations to the Board of Adjustments.
- Other duties as assigned

### **Minimum Qualifications**

- Possess a high school diploma or equivalent and 10 years' experience in the building industry; however, any combination of education and experience which provide the qualifications listed above will be considered.
- Certified in general building construction from the International Code Council
- Ability to maintain certifications and complete continuing education courses in areas related to job duties
- Possess a current and valid Alabama driver's license
- Ability to be covered by the City's liability insurance carrier

### **Work Environment**

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines, with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

### **Physical Demands**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

## GENERAL INFORMATION CONCERNING CIVIL SERVICE EXAMINATIONS

**THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER.** It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age, or handicap.

**FILING AN APPLICATION:** Applicants whose completed applications are not received by the date and time specified above may not be considered.

**RESIDENCE:** The residence of applicants is not restricted but applicants may be required to relocate as a condition of employment.