

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 27, 2016

REVISED: OCTOBER 6, 2016

CLOSING DATE: NOVEMBER 21, 2016

DEPARTMENT: Community Development

POSITION: Deputy Building Official

LOCATION: Payson

JOB CODE: 16-066

ANNUAL SALARY: \$41,796-\$46,812 DOE

PURPOSE OF THE JOB

The purpose of this position is to assist the Chief Building Official and facilitate the planning and management of the department's operations, activities, and staff in order to provide citizens with an environmentally sustainable service that meets their property development needs.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Provides recommendations on scheduling work hours; employee training; granting time off and evaluating performance of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Supervises intake, reviews submission of plans; reviews residential and commercial plans submitted for building projects in Gila County.	10%
<ul style="list-style-type: none">Supervises and manages enforcement of codes and ordinances; responds to problems and issues with contractors, owner/builders, designers, architects, engineers, other professionals, and dissatisfied customers; and oversees floodplain delegation from Community Development, along with associated staff.	10%
<ul style="list-style-type: none">Develops and directs the implementation of objectives, policies, procedures and work standards for the Building Safety section; assists in assuring departmental activities are in compliance with all laws, policies, regulations, timelines and goals; evaluates and analyzes issues, and recommends and implements solutions to meet the needs of the community; anticipates problems and pursues solutions.	10%
<ul style="list-style-type: none">Guides, supervises and assists staff; prioritizes and assigns projects; develops staff skills and conducts performance evaluations; identifies training needs and provides training for staff; hires, assigns work duties and monitors activities; assesses staff performance; approves employee time reporting and leave requests; ensures compliance with departmental policies and procedures.	10%
<ul style="list-style-type: none">Provides customer service in responding to inquiries regarding building and zoning from the general public; explains and interprets building codes and other related ordinances to the public, contractors and developers.	10%
<ul style="list-style-type: none">Coordinates with builders, contractors, designers, engineers and other relevant parties in regards to permitting processes, building issues and problem resolution.	10%
<ul style="list-style-type: none">Conducts commercial and residential plan reviews; monitors for zoning and code compliance; performs building and zoning inspections as necessary.	10%
<ul style="list-style-type: none">Coordinates with Zoning Compliance regarding compliance investigation and follow-up; and conducts manufactured housing inspections and ensures compliance with State regulations.	10%
<ul style="list-style-type: none">Provides assistance with research, development and revision of building codes and related ordinance; and confers with County officials, owners, architects, engineers, contractors, and others on building code interpretations and applications.	10%
<ul style="list-style-type: none">Serves as Deputy to the Director in providing assistance with planning and managing the operations, activities and staff of the Building Safety section; serves in the absence of Chief Building Official in overseeing department operations and providing timely decision-making.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides research support on department level budget preparation.

PROJECT RESPONSIBILITIES

Provides project research support on employee training and development projects. Provides project resource allocation on quality assurance projects.

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ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and formal letters.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training courses.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years' experience in building inspection and building/zoning enforcement, including two (2) years supervisory experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

ICC Building Inspector, ICC Plumbing Inspector, UPC Plumbing Inspector and valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Customer and personal service, architecture, building and construction, excavation, grading, and compaction, heating, ventilation, air conditioning (HVAC). Methods, materials and equipment used in building projects; principles and practices of building inspection and plan review; building material specifications and product installation standards; building construction methods and materials; applicable laws, standards and regulations relating to building inspection and safety; occupational hazards and safety precautions in construction areas; County policies and procedures; building/zoning ordinances, regulations and codes; building inspection processes and standards; legal issues relating to building and zoning enforcement; building construction materials, processes and methods; architectural design and drafting; blue prints; processes for conducting plan reviews; supervisory principles, practices and methods.

SKILLS REQUIRED

Active learning, active listening, reading, communicating diplomatically, customer service, time management, multi-tasking, typing and data entry. Managing and coordinating building/zoning activities and personnel; conducting inspections and enforcing building and zoning ordinances, codes and regulations; applying technical knowledge of building trades work, and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices; reading, interpreting, understanding and applying building standards and procedures, applicable Federal rules and regulations, and County policies and procedures; reading and interpreting drawings, plans and specifications; effective verbal and written communication; establishing and maintaining effective working relations with co-workers and contractors.

ABILITIES REQUIRED

Solve problems sensibly and swiftly, multi-task, react in a calm and timely manner, maintain calm demeanor in stressful situations, read and write at professional level. Conduct building/manufactured housing inspections; effectively and impartially enforce codes and ordinances; detect and deal with code violations; interpret, apply and explain building related codes and ordinances; conduct plan reviews; interpret and utilize building plans and blueprints; communicate effectively and provide oral/written instructions; supervise, lead, and delegate tasks and authority; read and interpret building plans, specifications, blueprints and compare them with construction in progress; detect and locate faulty materials and workmanship, and suggest appropriate remedies; prioritize multiple tasks, projects and demands; effectively and impartially enforce codes and ordinances; interpret, apply and explain building related codes and ordinances; conduct plan reviews.

PHYSICAL DEMANDS

- Routinely stands to attend to customers.
- Regularly sits to complete report, to operate computers and to attend to other duties; occasionally sits to complete a program; routinely sits to attend to reception areas.
- May be required to lift work related materials, equipment or tools up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely bend, stoop and twist.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; occasionally spends time in classroom(s); spends time in library and occasionally spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; may become exposed to telephone verbal abuse by customers or citizens and individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. This position occasionally requires eye protection devices; occasionally requires hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.