

## City of Socorro Job Description

<b>Job Title:</b> Building Official I, II, III	<b>Department:</b> Planning & Zoning
<b>FLSA Status:</b> Full Time - Non-exempt	<b>Salary:</b> \$24.03 - \$28.84
<b>Approved:</b> 09/15/2022	<b>Last Revised:</b> 09/15/2022

### Position Summary:

Under general supervision, ensures that all new construction is done in accordance with City building code requirements to safeguard public welfare and property; reviews plans and inspects all new construction and remodeling; processes all planning and zoning procedures and coordinates activities of related boards.

### Duties, Functions and Responsibilities:

- Oversees review of building plans, calculations and specifications for proposed structures and remodeling projects; checks for code compliance; establishes estimated values of proposed construction.
- Oversees inspection of all new construction and remodeling projects for compliance with City building codes.
- Issues stop work orders for any non-permitted work.
- Advises the public on proper construction techniques and materials.
- Rejects defective or sub- standard item; coordinates fire code inspections with the Fire Marshall.
- Resolves interpretation issues for inspections of buildings under construction and existing buildings for compliance with the adopted Plumbing, Mechanical, Building and Electrical codes.
- Evaluates modifications to adopted codes when necessary.
- Prepares and maintains records of plans, inspections, letters, and reports prepared or used in connection with all building inspections.
- Responds to questions from property owners and builders; interprets codes.
- Identifies need for special inspectors to be employed.
- Oversees final inspection for construction of projects at completion for issuance of Certificate of Occupancy.
- Reviews plans and specifications for new construction and remodeling projects.
- Checks for code compliance.
- Reviews all building permit applications.
- Maintains inspection records and files for permit applications.
- Prepares monthly reports of fees collected for building and sign permits.
- Prepares annual report of fees and valuations.
- Follows up on all conditional and temporary approvals.
- Works with other city departments in coordinating plan approval and building code related issues.
- Interacts with the public and members of the building industry and investigates and resolves citizens complaints in regard to construction projects.
- Educates builders, plumbers, and electricians on new codes, policies, procedures, and methods of construction.
- Prepares informational handouts to help the public understand regulations.
- In conjunction with the Planning and Zoning Director, assists the City Attorney in preparation and presentation of city ordinances related to building codes and when necessary, works with attorney to prepare building code relates cases.
- Attends meetings and workshop and reads technical literature to keep current on code.
- Comprehensive knowledge of office and record management procedures and regulations.
- Considerable knowledge of computer applications including, but not limited to, Microsoft Office, GIS, AutoCAD, Google Earth, and SketchUp.
- Ability to: compile and analyze a wide variety of data and written information; prepare narrative and statistical reports; express oneself clearly in writing and orally.
- Provide information to other departments, supervisors, employees and the public.
- Organize and control office procedures and work flow.
- Comprehend supervisory techniques and procedures, establish and maintain effective working relationships with coworkers, subordinates, managers, officials, vendors, and the general public.
- Must maintain a high level of confidentiality and deal properly with sensitive documents. Maintain confidentiality of highly sensitive information pertaining to contemplated new or changed strategies.
- Organize and handle multiple job functions; work proficiently with mandated and important deadlines.
- Clear, concise and tactful oral and written communication to present reports.
- Ability to maintain effective working relationships with department, subordinates, coworkers, supervisors,

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- directors, City Officials, City Council members, vendors, the public, and other outside government agencies.
- Perform related duties as assigned: substituting for own supervisor, coworkers or subordinates as qualified by acting on specific administrative matters to maintain continuity of normal operations and services.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

### Building Official I (Basic)

\$24.03 - \$ 27.60

#### Minimum Qualifications:

- A candidate must possess a high school diploma or GED. A Bachelors, or associates degree in Business / Public Management, Business / Public Administration, or related field preferred.
- Three (3) years of journey, master, or supervisory level building trades experience
- Retention of position is contingent upon attaining a Building Official Certification from the International Code Council (ICC) within six (6) months of appointment.
- Valid ICC Residential and Commercial Inspector's Certification (to include building, electrical, mechanical, and plumbing) within 12 months of appointment.
- Possession of a valid Texas Class "C" Driver's License.

### Building Official II (Intermediate)

\$24.63 – \$28.20

#### Minimum Qualifications:

- An Associate's degree in Business / Public Management, Business / Public Administration, or related field.
- Six (6) years of journey, master, or supervisory level building trades experience
- Building Official Certification from the International Code Council (ICC).
- Valid ICC Residential and Commercial Inspector's Certification (to include building, electrical, mechanical, and plumbing).
- Certified Playground Safety Inspector (CPSI).
- License from Texas State Board of Plumbing Examiners (TSBPE)
- Possession of a valid Texas Class "C" Driver's License.

### Building Official III (Advanced)

\$25.23 - \$28.84

#### Minimum Qualifications:

- A Bachelor's degree in business / Public Management, Business / Public Administration, or related field.
- Nine (9) years of journey, master, or supervisory level building trades experience
- Building Official Certification from the International Code Council (ICC).
- Valid ICC Residential and Commercial Inspector's Certification (to include building, electrical, mechanical, and plumbing).
- Certified Playground Safety Inspector (CPSI).
- License from Texas State Board of Plumbing Examiners (TSBPE)
- Possession of a valid Texas Class "C" Driver's License.

**Note: Upon reaching maximum salary level in each category; only COLA increases will be given.**

#### Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copymachine, scanner, shredder, fax machine, and multi-line telephone.
- Experience in Accela, AutoCAD, and GIS preferred

#### Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.
- Works indoors and outdoors, including adverse weather conditions, such as extreme cold, heat, heights, temperature swings and noise.
- Works in trenches and some exposure to mechanical, radiation, fume/odor and dust/mite hazards.



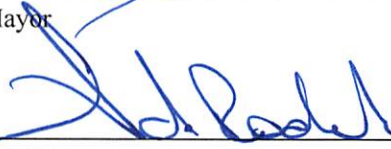
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**Conditions of Employment:**

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

  
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Mayor

9-15-22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Manager

9/15/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resources Director

9/15/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

