



JOB: BUILDING CODE OFFICIAL

DATE: 11/3/2016

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**REPORTS TO: CITY
ENGINEER/PLANNING DIRECTOR**

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: BUILDING CODE OFFICIAL

- **PAY STATUS: EXEMPT**

2. REQUIREMENTS:

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| | Education: | <p>Graduation from an accredited 4 year college with a degree in engineering or architecture or graduation from high school or GED AND four (4) years of experience in general construction and related fields. Equivalencies of education and experience will be considered.</p> |
| | Licensing, Registration or Certification: | <p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess and maintain a valid West Virginia driver's license.</p> <p>Must meet one of the following certification requirements:</p> <ol style="list-style-type: none"> 1. Successful attainment as a Building Code Official through the International Code Council (ICC) by passage of the following ICC examinations: <ol style="list-style-type: none"> a. B1-Residential Building Inspector; b. B2-Commercial Building Inspector; and c. B3-Building Plans Examiner 2. Successful attainment as a Certified Building Official (CBO) through the ICC by passage of the following ICC examinations: <ol style="list-style-type: none"> a. 01-Certified Building Official (CBO) Legal & Management (or ICC equivalent): AND b. 02-Certified Building Official (CBO) Technology (of ICC equivalent) 3. Successful attainment as a Certified Building Official (CBO) through the ICC by passage of the following examinations: <ol style="list-style-type: none"> a. MM-Management Module b. MG-Legal Module c. BC-Building Codes and Standards Module 4. OR, has completed and possesses an equivalent certification by an examination authority accepted by the WV State Fire Commission. 5. OR, is licensed to practice in this state as an Architect or Professional |

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| | | <p>Engineer.</p> <p>6. OR, is capable of obtaining certification as a Building Code Official within two (2) years after being granted probationary status by the WV State Fire Marshall as provided for within WV legislative rule 87CSR7.</p> <p>Must accept and successfully complete continued training in the floodplain management field.</p> <p>Must accept and successfully complete continued training in the code enforcement field.</p> |
| | <p>Experience</p> | <p>Education and/or experience as outlined above or any equivalent combination of education and experience.</p> |
| | <p>Skills, Knowledge and Abilities:</p> | <p>Thorough knowledge of published codes developed for the ICC and similar agencies, as adopted by the State of West Virginia as the official State Building Code.</p> <p>Considerable knowledge of general construction practices in carpentry, masonry and plumbing.</p> <p>Knowledge and skill to enable a high degree of problem solving and decision making.</p> <p>Knowledge of public administration practices and procedures.</p> <p>Knowledge of personnel, budgeting, training, supervision and public relations accepted practices and procedures.</p> <p>Knowledge of the legal processes pertinent to the imposition of regulations on citizens.</p> <p>Ability to understand the legal process, basis of codes and their implications and limitations within the mechanics of the law.</p> <p>Skill in the applying knowledge of building codes, zoning and planning and land use applications.</p> <p>Skill in the operation of computers, computer software, copies, fax machines, telephones, drafting equipment, calculators, portable or mobile radio and measurement devices.</p> <p>Working knowledge of inspection techniques.</p> <p>Ability to prepare, organize and maintain inspection file date, reports and systems; ability to analyze problems and data and use sound judgment in drawing conclusions and making decisions.</p> <p>Ability to comprehend and articulate facts and relationships in detail and to summarize and write clearly, concisely and legibly and to testify in court in an</p> |

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| | | <p>objective, concise and professional manner.</p> <p>Ability to produce or obtain reports, graphs, charts, photographs, evidence or exhibits as required.</p> <p>Ability to read and understand complicated plans and blueprints.</p> <p>Ability to communicate ideas effectively both of orally and in writing, with people on all levels.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> <p>Strong customer service orientation is essential. Customer service experience with strong, positive skills required. Must be able to effectively manage disgruntled persons in a calm, reasonable and rational manner.</p> <p>Must be able to meet all physical requirements of position and maintain the ability to perform all physical requirements of position.</p> | |
| | <p>Physical:</p> | <p>Body Positions:</p> | <p>Ability to stand for extended periods, walk, sit, climb, balance, stoop, kneel, crouch, crawl, reach and grasp.</p> <p>Must be physically capable of moving about on construction and work sites and under adverse field conditions.</p> <p>Must be physically capable of accessing and entering confined spaces such as attics, garages, structures and crawl spaces.</p> |
| <p>Body Movements:</p> | | <p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards as physical exertion is required in this position.</p> <p>Must be able to often lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.</p> <p>Ability to drive City vehicle required with ability to be insured by the City insurance company.</p> | |
| <p>Body Senses</p> | | <p>Sight hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p> | |

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| | Mental: | Language | <p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude.</p> <p>Must be able to communicate effectively verbally and in writing.</p> |
| | | Supervision Exercised | <p>Serves as technical advisor to the City Engineer/Planning Director on all code related issues and assists in the supervision of building code enforcement staff as instructed by the City Engineer/Planning Director and/or the City Manager. Participates in contributing to staff reviews of the Department.</p> |
| | | Reasonable Accommodations | <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> |

3. TASKS and DUTIES OF JOB: General Definition: Under the direct supervision of the City Engineer/Planning Director, performs a variety of tasks associated with planning, development and management of building code applications and inspections in construction, land use development and/or public works facilities. Work is performed both in an office environment and outdoors in all types of weather conditions. Employee must use all safety issued equipment properly in the performance of the duties of this position. The employee may work near moving mechanical parts or in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Exposure to risk of electric shock and vibration is possible. Noise level in the work environment may be loud.

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| 1 | Maintains the required confidentiality of all work. |
| 2 | Plans, directs, coordinates and monitors the building inspection and code enforcement activities; plans schedules, assigns and monitors work; instructs and trains staff in proper methods and procedures; inspects and approves work in progress and upon completion; ensures the smooth day to day operations of the code programs. |
| 3 | Reviews project development plans for compliance with code, regulations, standards and adequacy of application for permits and compliance with approved plans. |
| 4 | Determines applicable codes regulations, requirements for assigned projects and performs official duty as code official. Performs commercial building inspections and other critical inspections as |

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| | | needed. |
| 5 | | Coordinates required advertisement for bids, reviews bids received and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria. |
| 6 | | Assists the City Engineer/Planning Director in planning and organizing department workloads to expedite workflow; reviews progress and directs changes as needed. |
| 7 | | Assists in preparation and maintenance of studies, comprehensive plans, databases, reports and recommendations. Oversees assigned projects to insure contractor compliance with time and budget parameters. |
| 8 | | Assists the City Engineer/Planning Director in providing zoning and land use advice and presentations to the public, City Council, established boards, commissions and other public entities. |
| 9 | | Provides staff support to the Code Appeals Board and the Housing Board of Adjustments and Appeals as needed. |
| 10 | | Assists other City departments with technical advice in repairs, renovations and or new constructions of City owned buildings or projects. |
| 11 | | Responds to emergency calls from the Fire Department or Emergency Dispatch, sometimes in off duty hours. |
| 12 | | Attends meetings, as required, during outside of normal working hours. |
| 13 | | Any and all other duties assigned by the City Engineer/Planning Director or City Manager. |

4. MEASURES OF PERFORMANCE:

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| 1 | | Has a thorough understanding of job duties. |
| 2 | | Shows an interest in job and City. Represents the City in a professional and ethical manner. |
| 3 | | Communicates effectively with subordinates, co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts. |
| 4 | | Accepts and adapts to change, Learns new things quickly. |
| 5 | | Cares about quality-rarely makes errors, Requires little direct supervision, able to work |

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| | | independently. |
| | 6 | Has ability to multi task in changing situations, without undo stress or frustration. |
| | 7 | Practices quality employee/customer service/phone manner/public engagement. |
| | 8 | Accurate in duties as assigned. |
| | 9 | Prepares required reports accurately and timely. |
| | 10 | Strives to develop and maintain skills necessary to progress in the Building Code Official position. Seeks opportunities to grow and develop in position. |

I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

Employee

Date

Supervisor

Date