



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Chief Building Official	FLSA:	Exempt
DEPARTMENT:	Planning and Development	REVISED:	

Summary: Under the general direction of the Planning and Development Director, manages building permit records, building permit operations, plan checking and building inspection functions of the Planning and Development Department. The incumbent plans, develops, coordinates, supervises and manages plan checking and building inspection functions; ensures compliance with County and State Codes and Regulations; acts as Chief Building Official for the County; trains and evaluates assigned staff; performs related duties as required. Works closely with locally elected officials, the private sector, and numerous organizations to provide community outreach and services.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Direct the activities, including staffing, training and development and employee evaluation of assigned staff
- Plan, develop, implement and coordinate a variety of building and planning programs
- Oversee and direct the records management and project tracking activities
- Monitor State and County regulations and codes
- Ensure that County programs are in compliance with applicable regulations and codes
- Represent the County with community groups, architects, engineers, manufacturers and the general public on building and planning code matters and proposed regulations, legislation and access requirements dealing with building issues
- Provide building code interpretations
- Perform building plan check activities and issue permits and Certificates of Occupancy for building construction
- Represent the County with ICC, which writes and publishes the building codes
- Enforce laws regarding the construction, reconstruction, relocation of buildings
- Inspect buildings for compliance with codes and regulations
- Enforce applicable County Regulations
- Advise and provide information to the general public, architects, engineers, manufacturers, suppliers and others on the requirement of the building, plumbing, heating, and ventilation, housing and related codes and regulations
- Issue stop work orders and notices in situations of deliberate violation or negligent compliance
- Provide testimony when legal action is required to secure compliance
- Assist in the drafting of amendments to local building codes
- Assist other County Departments in the enforcement of codes related to construction
- Assist in the preparation administration of the annual budget and work programs
- Prepare technical and administrative reports and studies
- Prepare written correspondence as necessary
- Provide monthly reports on division activities
- Attend Board of County Commissioners meetings as required
- Negotiate and monitor contracts with outside consultants for plan check and inspection services
- Analyze permit fees in relation to fee structures of regional jurisdictions and recommend revisions as needed to support services provided
- Enforce other County regulations related to the issuance of building and planning permits



LARAMIE COUNTY

JOB DESCRIPTION

- Exercise judgment in the interpretation and application of County regulations and codes.
- Evaluate, develop and implement various building permit issuance and inspection procedures
- Provides superior customer service
- Answers inquiries and assists the public and other agencies on building issues
- Explains policies, codes, standards and enforcement procedures
- Researches customer issues and answers questions within scope of authority
- Prepares written and graphic reports in a clear, comprehensive, concise and timely manner
- Conduct technical research; gather, interpret, analyze, prepare data and make recommendations on improvements to overall building permit functions
- Research and draft regulations for review and adoption
- Act as Planning and Development Department representative at various meetings
- Develop and update database records
- Research, prepare, and present information at public meetings and before various boards, commissions, and groups
- Performs other duties as assigned or required

Knowledge and Skills:

- Knowledge of County organization, goals, objectives, policies, procedures
- Knowledge of Federal, State and local laws, rules and regulations affecting planning, zoning, land use, flood plains, code enforcement, building construction permitting and community development
- Knowledge of principles and practices of organization, administration, personnel and budget management
- Knowledge of principles and practices of the International Residential, Building, Plumbing, Mechanical, and Electrical Codes, and pertinent state and county codes and regulations.
- Knowledge of approved building construction methods, materials, and proper inspection methods
- Knowledge of principles of structural design, engineering mathematics, and soil engineering
- Knowledge of legal procedures involved in enforcing building regulations
- Knowledge of principles and practices of supervision, training, and performance evaluation
- Knowledge of principles and practices of leadership, motivation, team building and conflict resolution
- Knowledge of principles and practices of work safety
- Knowledge of the basic principles of official records management
- Skill in organizing, directing, and coordinating the activities of the Building Division
- Skill in obtaining and maintaining necessary licenses to perform the duties of a Chief Building Official
- Skill in supervising, training, and evaluating assigned personnel
- Skill in reading, analyzing, checking and interpreting complex plans, calculations, drawings and specifications and recognizing regulation or code violations
- Skill in keeping operating records and preparing necessary reports
- Skill in enforcing codes with firmness, tact and impartiality
- Skill in maintaining confidentiality regarding proposed projects
- Skill in communicating effectively verbally and in writing
- Skill in establishing and maintaining effective working relationships with public officials, employees, owners, contractors, architects, other departments, outside agencies and the general public



LARAMIE COUNTY

JOB DESCRIPTION

- Skill in analyzing building and permitting issues, evaluating alternatives, and making logical recommendations based on findings
- Skill in assessing County building permit needs, and developing and promoting effective solutions
- Skill in representing the County in a professional manner, and working effectively with various community, cultural and ethnic groups
- Skill in compiling statistical information, and preparing and presenting technical reports
- Skill in use of common tools used in the profession, including computerized solutions
- Skill in assessing and prioritizing multiple tasks, projects and demands, organize, meet critical deadlines, and follow-up assignments with minimal direction
- Skill in operating a personal computer utilizing a variety of software applications, including the County's GIS user programs, building permit functions and MS Office applications; familiarity with building permit review, issuance and tracking software
- Skill in use of tact, discretion, initiative and independent judgment within scope of authority
- Skill in designing and carrying out effective citizen participation plans, including group facilitation

Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor Degree in Civil Engineering, Building Construction, Architecture or a related field, plus five (5) years progressively responsible experience in building construction, engineering or architecture, two (2) years of which were in a supervisory or managerial capacity; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities. The incumbent must be certified by the International Code Council as a Building Plans Examiner or a Combination Building Inspector and be able to be certified as a Building Official by the International Code Council within six (6) months of appointment. Ability to obtain and maintain a valid State of Wyoming Driver's License is required.