

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>C601</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>9410</b>
<b>PG:</b>	<b>515</b>
<b>EEO:</b>	<b>1</b>

**CLASSIFICATION TITLE: CHIEF BUILDING OFFICIAL**

**Applications are accepted on-line at [www.roswellgov.com/employment](http://www.roswellgov.com/employment)**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional work at the managerial level overseeing the building plan review, permitting, and inspection services of the department. Administers and enforces State and local codes to regulate the building construction industry by establishing, updating, maintaining, and implementing procedures for permitting and inspections of buildings to ensure public safety.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; provides recommendations concerning new hires, transfers, promotions, disciplinary action, discharge, and salary administration.

Manages and guides the plan review, permitting and inspection function of building services; establishes policies and procedures governing the plans review, permit issuance and inspection process; renders interpretation of codes; directs and performs building and construction inspections.

Oversees the permitting process by issuing building permits and answering related questions; prepares reports; issues certificates of occupancy.

Reviews and analyzes various reports, forms and documents; reviews construction documents for compliance with building, plumbing, electrical, mechanical, life safety, fire and accessibility codes; reviews engineering reports to approve for construction; analyzes concrete lab reports to determine strength of materials; reviews materials list to determine appropriate use of materials; reads roof and floor system truss reports to determine appropriate installation and bracing.

Performs administrative tasks to support the daily operations of the department and division; reviews and approves applications for permits.

Conducts technical reviews of building and construction documents, plans, and related information; directs and performs plans reviews; analyzes information to determine condemnation of property; provides assistance with planning and zoning and engineering reviews; reviews technical reports for compliance.

Attends various meetings, including but not limited to Historic Preservation Commission and Design Review Board, to provide information and recommendations and gather information; attends pre-application review meetings; conducts

Construction Board of Adjustment and Appeal (CBAA) meetings; consults with architects and engineers; meets with contractors to provide information and resolve problems.

Interacts and communicates with various groups and individuals to provide information and resolve conflict; receives, investigates and responds to complaints; notifies code enforcement staff of violations warranting citations; coordinates activities with other departments and County representatives; confers with attorneys concerning legal issues.

Develops, implements, and manages the division budget; monitors expenditures to ensure compliance with budgetary guidelines.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in trades work, building inspection, construction or related area; minimum of nine (9) years of experience in all aspects of construction and experience in building inspection; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job with related supervisory or management experience.; or the equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess certification as a Certified Master Building Official and certifications in Building Code, Plumbing Code, Mechanical Code, and Electrical Code. Must possess or have the ability to obtain certification as building plan examiners, combination inspector, property maintenance and housing inspector, GSWCC Level 1A and 1B.

## PERFORMANCE APTITUDES Building

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must have thorough knowledge of International Building Codes, including Plumbing, Mechanical, Heating, Gas and National Electric Codes. Must have thorough knowledge of construction materials, practices and procedures. Must have a high level of attention to detail on a daily basis to conduct thorough inspections ensuring code compliance.

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinates.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*