



## City of Jefferson

### Building Official Manager

#### SALARY

\$31.74 - \$47.60 Hourly

\$5,500.75 - \$8,251.17 Monthly

\$66,009.00 - \$99,014.00 Annually

#### LOCATION

Jefferson City, MO

#### JOB TYPE

Full Time

#### JOB NUMBER

202302o

#### DEPARTMENT

Planning and Protective Services Department

#### OPENING DATE

01/25/2024

#### CLOSING DATE

3/3/2024 11:59 PM Central

To apply, visit: [https://www.jeffersoncitymo.gov/government/employment\\_opportunities.php](https://www.jeffersoncitymo.gov/government/employment_opportunities.php)

## Description

The City of Jefferson is currently accepting applications for a **Building Official Manager** for our Planning and Protective Services department. This position works under the administrative direction to manage, direct, supervise and coordinate activities and operations of the Building Inspection division, including building inspection and enforcement of state laws, codes and local ordinances dealing with the construction of new buildings and the alteration, use and ongoing safety of existing buildings; coordinates assigned activities with other divisions, departments and outside agencies, and provides highly responsible and complex administrative support to the Director of Planning and Protective Services.

## Examples of Duties

Functions as the Building Official for the City. Manages, oversees and participates in development of work plans, projects and programs.

Directs, organizes, coordinates, prioritizes, assigns, supervises and evaluates day-to-day operations of personnel engaged in providing inspection, regulatory, and code enforcement services related to all phases of building and housing construction, electrical, plumbing, fire and safety protections and heating installations. Ensure training and development of staff.

Provides technical guidance and assistance to staff.

Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.

Directs, coordinates and controls the inspection of buildings throughout the City to ensure compliance with building, plumbing, and electrical codes, living condition regulations, and zoning restrictions; reviews plans.

Recommends and administers division budget.

Reviews building plans and inspects residential, commercial and industrial buildings assuring that construction, alteration and maintenance work complies with code and is constructed according to approved plans; checks the quality of materials and methods of construction for structural, electrical work, concrete work, plastering, plumbing, tile, masonry work, and life/safety code compliance.

Consults with and advises designers, engineers, architects, attorneys, contractors, developers and property owners concerning interpretation of building construction codes.

Provides staff support and assistance to boards and commissions, as required. Attends other meetings, training and conferences. Interacts with outside agencies and commissions; provides leadership for teams or committees, as needed. Assigns staff liaisons to electrical and plumbing boards.

Prepares technical administrative reports, and presents the City's position on inspection and code enforcement to public and private groups.

## Typical Qualifications

*Physical:* Ability to traverse over rough terrain; inspect dangerous and unfinished buildings; and work in extreme weather conditions. Ability to drive City vehicle to sites to conduct inspections and inspect work being performed and to determine adherence to codes, ordinances and standards.

*Mental:* Ability to effectively communicate both orally and in writing; tactfully enforce established City codes and regulations; interpret plans, diagrams, blueprints, and specifications; and establish and

maintain effective working relationships with designers, engineers, architects, contractors, developers and the general public. Ability to keep detailed records and to prepare reports. Ability to plan, organize, coordinate, prioritize, assign and evaluate the work of inspectors.

Must have an accredited Bachelors' degree with major course work in engineering, architecture or construction management/technology and five years' experience as a Building Inspector II or related experience in building construction, engineering, or architecture, including considerable administrative and supervisory experience; or an equivalent combination of training and experience which would provide 10 years of knowledge, skills and abilities to perform the job functions, duties and requirements listed.

Ability to use personal computer and related software efficiently and effectively.

### **Supplemental Information**

Must have a valid Missouri driver's license.

Must have a cell phone.

Must obtain the ICC Certified Building Official certification within one year of hire.

Thorough knowledge of modern developments, current literature, and source of information in the field of municipal building inspection and code enforcement; thorough knowledge of all major types of building construction, materials, and equipment; and of related municipal building, zoning and related codes and ordinances.

Thorough knowledge of effective supervisory practices and techniques.

EEO-M/F/D/V