

CITY OF RICHMOND

POSITION DESCRIPTION

CLASS TITLE: Building Codes Director

DEPARTMENT: Building Codes Department

PAYGRADE: 7

CHARACTERISTICS OF THE CLASS: Under the administrative supervision of the City Manager, this individual will supervise and perform inspection of new and reconstruction projects. Will review construction plans, correspond with contractors, issue building permits and enforce city codes. Will serve as a consultant to the City on construction of projects and will coordinate the inspection of projects in the City.

DUTIES AND RESPONSIBILITIES:

1. Accepts and reviews plans for various construction projects in the City for compliance with the Kentucky building codes and referenced standards.
2. Is in charge of issuing building permits, accepting and reviewing applications for building permits and other applicable permits.
3. Inspects buildings in the process of construction for compliance with Building and other Codes as required.
4. Reviews plans to see that they are designed to city standards. Will correspond and directly communicate with construction firms and developers during the life of the project working to enforce city requirements and safety issues to be sure the project is meeting the scope of the contract plans and specifications.
5. Works with all individuals including engineers to ensure specification compliance. Corresponds and consults with design professionals, contractors, and owners concerning plan review results and provides guidance regarding application and intent of the code as well as provides feedback and direction on code alternatives when strict compliance is not possible.
6. Maintains construction project records as required by the Kentucky State Archives and Records Commission.
7. Helps fashion the content of City Standards in methods of construction and maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate.

8. Provides technical assistance to field inspectors regarding project status, application, and assists in determining appropriate field actions.
9. Responds to complaints and seeks to resolve disputes.
10. Works with state, federal and other officials with construction matters in the City.
11. Motivates employees to perform to the best of their abilities, evaluates employee job performance and fosters a team environment in the Division.
12. Works with the other Code Officers to assure the performance of their duties and can perform their duties as necessary.
13. Serves as project inspector and conducts plan review meetings with architects, engineers, contractors, builders, property owners, and the public as needed.
14. Attends all related meetings as necessary.
15. The duties and responsibilities of the Building Codes Director include, but are not limited to, the above.

EDUCATION AND EXPERIENCE: Graduation from an accredited High School or Vocational School or equivalent (GED) supplemented by two (2) years progressively responsible experience in building construction and techniques. Ability to obtain certification as a Level III Building Inspector issued by the Kentucky Department of Housing, Building, and Construction within 6 months of employment. Employee must maintain any required licensure(s), certification(s), or other credentials for length of employment in this classification.

SPECIAL NECESSARY REQUIREMENTS: Must possess and maintain a valid Kentucky driver's license. Ability to demonstrate plan review capabilities required by KRS198B.060 (5)(a) in order to maintain the City of Richmond's Expanded Jurisdiction program with the Kentucky Department of Housing, Building, and Construction.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge in all types of building construction, materials, methods and all stages of construction where possible violations and defects may most easily be observed and corrected. Considerable knowledge of national, state and local building and zoning codes. Ability to read and accurately interpret plans, specifications, or other pertinent data of any complexity and to compare them with any construction in process. Ability to establish and maintain effective working relationships with employees, building owners, architects, contractors and other members of the public. Analytical and administrative abilities. Ability to communicate effectively, orally and in writing. Excellent physical condition. Ability to work under adverse weather conditions. Sound judgment. Firmness. Integrity.