City of Boulder City, Nevada

401 California Ave., Boulder City, Nevada 89005

[personnel@bcnv.org](mailto:personnel@bcnv.org)

[www.bcnv.org/careers](http://www.bcnv.org/careers)

THE CITY OF BOULDER CITY, NEVADA IS SEEKING A HIGHLY QUALIFIED

**BUILDING OFFICIAL**

Opening Date: October 25, 2023

Closing Date: November 22, 2023 at 9:00PM

Annual Salary: $ 104,097

**EXTRAORDINARY BENEFITS:**

Medical Insurance – Provided through Teamsters Trust and the City pays 100% of the employee’s premium.

Dental Insurance – Provided through Teamsters Trust and the City pays 100% of the employee’s premium.

Vision Insurance - Provided through Teamsters Trust and the City pays 100% of the employee’s premium.

Life Insurance – $25,000 provided through Standard Insurance Company. The City pays 100% of the premium.

Long Term Disability (LTD) Insurance – Up to 60% of monthly covered earnings, maximum monthly benefit $5,000 per month. The City pays 100% of the premium.

Retirement – 33.50% of your salary provided through the Nevada Public Employees’ Retirement System (PERS).  The City of Boulder City provides an Employer Pay Contribution Plan (EPC).  Under this pre-tax plan, the employer pays the PERS contribution on your behalf. Future PERS increases are split between the City and the employee through a salary reduction in lieu of a pay raise.

Holidays – Twelve and a half holidays and an additional floating holiday per calendar year.

Leave Benefits – First year you will have 120 hours annual leave available with increasing accrual rates based on tenure milestones. Sick leave accrues at 10 hours per month and other leaves are available.

Benefits subject to change.

**HOW TO APPLY:**

Qualified applicants must complete an application at www.bcnv.org/careers. Appointment subject to complete background investigation and City-paid pre-employment, post-offer physical examination.

The most highly qualified applicants will be contacted (via e-mail) and asked to continue in the process.

The pool of qualified candidates derived from this recruitment may be used to fill more than one position.

**REPRESENTATIVE DUTIES:** *(It is important to note that the duties listed below are “representative only” and are not intended to cover the full range or scope of duties in this class.)*

Provides direction to department staff to ensure prompt review of building permits, plans for proposed building construction or alterations and the timely inspection of all structures being built to obtain compliance with applicable state and local laws, codes and ordinances dealing with the construction of new buildings and the alterations and safety of existing buildings. Provides supervision and direction to third party inspection staff by making spot-checks in the field, reviewing and evaluating workload and staff assignment, and ensuring that qualified inspectors are complying with local codes and contracts. Conducts building permit inspections as needed. Reviews and recommends revision of City codes to maintain the building regulations that are the most up-to-date and conform to federal, state and local requirements.  Develops policies and procedures designed to improve plan checking and the zoning enforcement program including permit issuance procedures or plan checking aides including checklists and application forms. Plans and controls the utilization of time by inspection staff to reduce the amount of time spent in the office and ensures the timely and productive scheduling of inspections. Offers technical assistance and advice to architects, engineers, contractors and homeowners on matters pertaining to building plans, construction methods, materials, procedures and codes. Works with the Code Enforcement Officer to ensure that uses and buildings within the community are complying with all local codes. Generates monthly reports regarding building inspection activities and workload and maintains various work records related to the development of such reports. Responds to and resolves complaints from citizens including investigations to determine responsibility and methods to resolve the problems. Interprets and makes decisions on technical issues relating to building, plumbing, electrical and mechanical codes and related state and local laws and ordinances. Directs the abatement of structures that fail to meet the requirements of state and local laws, ordinances and codes. Respond to emergency call outs 24/7 to verify continued occupancy of a damaged structure. Checks and analyzes new construction and building alteration plans for residential commercial, industrial buildings to ensure compliance with codes and policies; identifies deficiencies and needed corrections; maintains log of errors, omissions, violations and applied corrective actions. Provides plan checking status reports to applicants and identifies steps to expedite processing. Attends meetings at the local, state or national level as required. Performs related duties as may be assigned.

**MINIMUM QUALIFICATIONS**

Bachelor’s Degree in civil engineering construction management, or related field. Five (5) years of progressively responsible experience in combination inspection, Note: An equivalent combination of related training and experience may be considered.

Must possess and maintain a valid Nevada or “border state” driver’s license, as defined by NRS 483.

Must possess certification as an International Code Council (ICC) Combination Inspector, International Code Council (ICC) Plans Examiner and Council of American Building Officials (CABO) Building Official are preferred

Must pass a nationwide fingerprint-based record check, and a wants/warrants check.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern building construction methods; materials, tools and equipment for residential, commercial and industrial structures; hazards and safety precautions of building construction; stages of construction when code violations and construction defects may be more readily observed and detected; adopted International Building Code, Uniform or International Plumbing Code, International Mechanical Code and National Electrical Code; city ordinances and regulations relating to building construction; principles of administration and management.

Skill in providing technical supervision and training to division staff; applying technical knowledge of building trades work and use sound inspection methods; using personal computers and telephones.

Ability to check building construction computations made by architects and engineers; read and interpret plans, diagrams, specifications and blueprints and compare them with actual construction in progress; detect poor workmanship, inferior materials, hazards from fire or collapse and deviation from plans; work courteously and effectively with those contacted during work; interpret and enforce applicable codes and City ordinances and regulations relating to building construction; maintain building inspection records; communicate effectively in verbal and written forms; schedule and coordinate own workload and work independently.

**ADDITIONAL INFORMATION**

Supervisory classification: No

May be required to work an alternative or flexible work schedule, outside of normal business hours, which may include evenings, weekends, holidays, and/or extended hours.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

General Physical Requirements Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be able to lift a minimum of 25 pounds unassisted.

Physical Activities The worker is required to perform physically demanding work including bending, stooping, climbing and reaching.

Visual Acuity The worker is required to have visual acuity to operate motor vehicles or heavy equipment; and close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.

Working Conditions The worker is subject to adverse weather conditions and to the hazards involved in working in and around construction sites.

*The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer*.

***AN EQUAL OPPORTUNITY EMPLOYER***

“CLEAN GREEN BOULDER CITY’