



City of
Casa Grande

City of Casa Grande
Chief Building Official

SALARY	\$42.03 - \$58.06 Hourly \$3,362.67 - \$4,644.64 Biweekly \$7,285.79 - \$10,063.38 Monthly \$87,429.45 - \$120,760.57 Annually	LOCATION	510 E. Florence Blvd. Casa Grande, AZ
JOB TYPE	Full Time	JOB NUMBER	23-033
DEPARTMENT	Planning and Development	OPENING DATE	07/21/2023
CLOSING DATE	Continuous		

Description

GENERAL PURPOSE: Under limited supervision, oversees and manages the building division/development center.

Assures effective enforcement of all Building codes and regulations; examines and approves plans for new construction, and conducts field inspections on complex projects.

Note: This position will remain open until filled with a first review date of August 4th.

Essential Duties and Responsibilities

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates and supervises the operations of the work group, including customer service, plan review, building inspection, and permitting.
- Provides leadership, direction and guidance in technical processes and procedures; trains professional and support staff; assigns and coordinates tasks and projects; reviews work for conformance with legal requirements and safety standards; conducts employee performance evaluations.
- Provides consultation to the Planning and Development Director on building code administration and enforcement issues; serves on Boards and Committees; attends and represents the City at hearings and inter-agency meetings.
- Determines objectives and sets project priorities and completion timelines; assures efficient operations, sound fiscal practices, and effective resource allocation.
- Confers with architects, engineers, contractors, and property owners regarding review of plans and interpretation of building codes; examines blueprints to assure plans conform to the building, electrical, mechanical and plumbing codes, and zoning ordinances.
- Evaluates and analyzes issues, and recommends and implements solutions; interprets, applies and explains codes and regulations; resolves problems that arise due to code or structural design.
- Prepares and approves budgets; manages the collection, analysis and reporting of project, operational and financial data.

- Prepares revisions to codes and ordinances; recommends fee schedule revisions.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Technical and administrative staff.

Minimum Requirements

Education and Experience:

Bachelors degree in planning, architecture, engineering, construction management, or a related field; and seven (7) year's experience in building code inspection; including three (3) years of supervisory experience; OR an equivalent combination of education and experience.

Special Requirements: International Code Council (ICC) Certified Building Official certification required; depending on the needs of the City, incumbent may be required to obtain additional technical certifications.

Supplemental Information

Necessary Knowledge and Skills:

- Knowledge of City policies and procedures.
 - Knowledge of Federal, state and local building, housing and safety laws, and rules of civil procedures, including City and county zoning ordinances and regulations.
 - Knowledge of methods, procedures and techniques for evaluating technical compliance.
 - Knowledge of principles and methods of budget preparation and expenditure control.
 - Knowledge of statutory provisions, regulatory codes, other regulatory agencies, and sources of building safety information.
 - Knowledge of principles and practices of urban and regional development and land use.
 - Knowledge of construction methods and materials.
 - Knowledge of the principles of record keeping and records management.
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- Skill in effectively managing staff, delegating tasks and authority, and training personnel.
 - Skill in interpreting and applying statutes, rules, ordinances, codes and regulations.
 - Skill in interpreting building, plumbing, electrical, mechanical and zoning regulations, and comparing them with engineering drawings, plans and specifications.
 - Skill in checking details, estimates, plans, and specifications of projects.
 - Skill in analyzing issues and preparing recommendations based on findings.
 - Skill in establishing and maintaining cooperative working relationships with employees, officials, construction professionals, other agencies and the general public.
 - Skill in operating a personal computer utilizing a variety of business software.
 - Skill in following and effectively communicating verbal and written instructions.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

The City does not hire at the top of the range. Candidate may start above the beginning of the range depending on qualifications.

Agency

City of Casa Grande

Address

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Casa Grande, Arizona, 85122

Phone

520-421-8607

520-421-8600

Website

<http://www.casagrandeaz.gov>