


Title: Building Official	
Department: Community Development	
FLSA Status: Exempt	

Summary Objective

The purpose of this position is to perform complex technical duties in enforcement of all State adopted codes and the National Flood Insurance Program (NFIP). Administer and enforce the City's building construction and property maintenance codes. Successful performance in this position contributes to the well-managed growth and development of the City of Franklin.

This position works independently, under limited supervision, reporting major activities through periodic meetings. The Building Official reports directly to the Community Development Director.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Directs the enforcement and interpretation of the Virginia Uniform Statewide Building Code (VUSBC) and local ordinances, reviews change in, additions to, and implements ordinance updates as required. Supervises the work of code enforcement technical assistants to include building inspector, code enforcement inspector, and permit technician.
- Responsible for the inspection of buildings and structures in all stages of construction, alteration, and repair; enforces building, plumbing, electrical, and mechanical codes.
- Conducts plan reviews and enforces compliance with City ordinances and state codes, approve building plans, specifications, and calculations for conformance with applicable codes and issues building permits; conducts nuisance abatement actions as required.
- Supervise the Bureau of Building Permits and Inspections staff and provide or arrange training, coaching, mentoring, reviewing and disciplining as necessary; hire new and replacement staff as needed;
- Provides professional and technical assistance to department staff in assigned areas of responsibility; ensures work quality and adherence to established policies and procedures.
- As the Property Maintenance Official, enforces the Virginia Maintenance Code and City nuisance ordinances.
- Coordinates with the Floodplain Administrator to ensure all building construction is in compliance with NFIP guidelines.
- Assists with the preparation of court cases for code violations, reports and keep records regarding inspections, develop and provide reports on construction activity and workload indicators, consults with builders about building codes and zoning ordinance.
- Provides administrative support to the Planning & Zoning Commission and the Public.

Building Official

- Assists other department staff and performs related work as assigned.
- Provides administrative support to the Planning & Zoning Commission and the Public.
- Assists other department staff and performs related work as assigned.

Knowledge, Skills and Abilities

Advanced knowledge of the VUSBC including the areas of building, electrical, fire protection, mechanical, plumbing and general construction principles; ability to read and interpret plans and specifications and complex technical documents; understanding of basic planning and zoning principles. Advanced knowledge of principles and practices of supervision and training practices is required. Occasional contact with the public and elected officials presenting data that may influence important decisions. Establish and maintain effective working relationships with inspectors, building contractors and the general public. Solve practical problems. Thorough knowledge of building, zoning, and related codes and laws. Knowledge of operations, services, and activities of a comprehensive building inspection program. Knowledge of current literature and recent developments in the field of planning. Knowledge and experience in the design, construction and inspection of public, commercial, industrial and residential buildings. Knowledge of computer word processing, electronic communications and research. Skill in effective public relations, oral and written communication skills. Skill in comprehending, understanding, and interpreting complex and technical information. Ability to independently assess and resolve complex code interpretations. Ability to administer and participate in the inspection of buildings under construction, alteration or repair for compliance with Uniform Statewide Building Code and City ordinances. Ability to administer and participate in the examination of plans and specification of all levels of buildings to be constructed or remodeled for compliance with the Uniform Statewide Building Code, City ordinance, and other pertinent regulations. Ability to read and interpret architectural and/or construction plans, blueprints and sketches. Ability to resolve conflicts between customers and Community Development Department staff regarding compliance with department policy, codes, and local government regulations and complex and technical information. Frequent interpersonal contact within and outside the organization demanding a high degree of tact and diplomacy to conduct difficult negotiations.

Minimum Education and Experience Requirements

- High School Diploma or GED. Bachelor's degree in a construction or related field preferred. Any combination of education and experience that would confer equivalent knowledge and ability shall be deemed to satisfy this requirement.
- Five (5) years of building experience as a licensed professional engineer or architect, building, fire or trade inspector, contractor, housing inspector or superintendent of building, fire or trade construction or at least five (5) years of building experience after obtaining a degree in construction or related field, with at least three years in responsible charge of work; or an equivalent combination of education, training and experience.

Building Official

Physical Demands: *Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves walking, standing, stooping, bending, kneeling, crouching, reaching, and twisting some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis, occasionally up to 20 pounds of force, and a negligible amount of force constantly to move objects or sustained keyboard operations.
- This position involves work outside inspecting properties under construction, walking and driving in sometimes difficult terrain in varying weather conditions. Navigating through rough or undeveloped sites and climbing stairs as needed. Use of various inspection and GPS equipment that must be carried and manipulated outdoors.
- Visual and audio acuity are required to complete assignments.

Unavoidable Hazards (Work Environment): *Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Potential exposure to chemicals and fluids associated with building construction, including but not limited to: diesel, gasoline, hydraulic fluid, antifreeze, motor oil, fertilizers, lime, and cement/ready mix.
- Potential exposure to uneven or abrupt terrain that could result in minor injury.

Special Certifications and Licenses

- Must have a current and valid driver's license issued by the State of Virginia or North Carolina for the type of vehicle or equipment operated.
- Must have or the ability to obtain the following certifications:
 - Must obtain certification as a Building Official within one year of appointment to the position in accordance with Virginia Certification Standards (13 VAC 5-21-10 et seq.)
 - Certification as a Building Maintenance Official within one year of beginning employment.
 - Certified Floodplain Manager (CFM®) certificate within eighteen (18) months of beginning employment.
- The following coursework and certification are also required:
 - Attendance to the Basic Core Module of the Virginia Building Code Academy within 180 days of appointment to the position.
 - Attendance to the Advanced Core Module of the Virginia Building Code Academy within one year of appointment to the position.
 - Attendance to the Building Maintenance Module of the Virginia Building Code Academy within one year of appointment to the position.
 - Training in the National Flood Insurance Program (NFIP) with possession of a Certified CFM credential.

This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.

Rev. 10/2024

Building Official

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.