CLASSIFICATION

COUNTY BUILDING OFFICIAL

DEFINITION

Under administrative direction, plans, organizes, and directs the operations of the Building and Safety Department; provides direction for building inspection, plan checking, and permit services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Bachelor's Degree in Civil Engineering, Architecture, or a closely related field and three years of technical experience in building construction, building inspection, structural engineering, and architectural design, including supervisory or management experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Possession of a valid Nevada Driver's license.

SUPERVISION EXERCISED

This is a full supervisory, department head, and administrative management classification for the Department of Building and Safety.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Manage the operations of the County Building Department, including building inspection, plan checking, and permit services.

Plan the activities and functions of the Department through the development and implementation of policies and procedures to guide the delivery of services.

Establish policies for short and long term operations of the Building Safety Department; coordinating operations with other County departments and divisions and ensuring compliance with countywide policies.

Meet with architects, engineers, and contractors concerning technical interpretations and applications of building codes and policy matters.

Conduct field inspections of major projects.

Provide technical expertise for the Plan Checking and Review Section, reviewing building plans and specifications for conformance with codes.

Research and implement systems/operations to provide more efficient and cost saving services.

Develop and administer the Department budget, developing projections for staffing, materials, and services requirements and recommending and justifying additional staff, equipment, and services.

Direct the preparation and presentation of comprehensive reports and data displays.

Organize and conduct special projects.
Prepare items for Board of County Commissioners review and action.

Evaluate Department performance, reviewing work methods and procedures and developing and implementing changes in work processes to enhance efficiency.

Represent the Department, explaining policies and goals to public, elected officials, and other government agencies.

Supervise assigned staff, determining work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews, and handling disciplinary problems.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

- **Knowledge of:**
  - Department/division policies and procedures.
  - Countywide personnel policies.
  - Computer software specific to the department/division.
  - Codes and regulations applicable to Building Inspection Department in Washoe County.
  - Washoe County budget processes and pertinent policies and procedures of other County departments (e.g., Purchasing, Finance, Risk Management).

- **Ability to:**
  - Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.
  - Plan, coordinate, and direct the operations of the Building Inspection and Safety Department.
  - Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

- **Knowledge of:**
  - Principles and practices of management and supervision; including program planning, implementation, and administration.
  - Principles of budget preparation and fiscal accounting.
  - Materials, methods, equipment, and practices used in the building construction trades, including carpentry, electrical, plumbing, heating and air conditioning, and mechanical functions.

- **Ability to:**
  - Interpret, understand, and apply technical reports, statutes, rules, and regulations.
  - Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.
  - Develop and administer the Department budget.
Communicate effectively both orally and in writing.

Read and interpret plans, schematic diagrams, maps, and other related documents.

Evaluate operational problems or situations, develop sound conclusions, and make effective decisions and/or recommendations.

Maintain cooperative working relationships with division staff, professional engineers, contractors, management staff, elected officials, the general public, and representatives of other departments.

Make presentations and represent the Washoe County Building and Safety Department in various public forums such as County Commission meetings.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand, and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, and telephones. Work is performed in an office environment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved _____ Howard Reynolds ________________ Date __ February 10, 2000 __________