



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

<p>Position: Building Official</p> <p>Classification-Series: Building Official</p> <p>Occupational Grouping: Enforcement & Protection Services</p> <p>Organizational Unit: Fire & Rescue</p>	<p>Position Control No: XX-XX-XX-XX</p> <p>FLSA Status: Exempt, Regular FT 40 hrs/wk</p> <p>Union - Grade: DMEA - 28</p> <p>Primary Job Location: North End Fire Station – 262 Sixth Street</p>
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JOB SUMMARY: Performs responsible administrative and technical work in support of implementing and enforcing City codes and ordinances. Inspects construction and renovation projects; reviews plans and applications; and issues appropriate permits required by the City.

ACCOUNTABILITY: Works under the general direction and organizational goals established by the Fire & Rescue Chief who provides guidance, coordination, and occasional assignments of work. Responsible for overall degree of customer service delivered by Division.

SUPERVISION EXERCISED: Exercise supervision over inspectors, plan reviewers, technicians, support staff and other part-time or temporary staff, as assigned. Responsible for the overall workflow of all inspectors.

TYPICAL EQUIPMENT USED: Computer; calculator; telephone; cellular phone; copy and facsimile machines; measuring, metering, and testing devices; mobile radio; motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 65% Outside: 35%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. All duties and responsibilities are to be performed in accordance with the City's core values.
2. Administer the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.
3. Enforce the full range of national, federal and state building codes, and city ordinances, such as the International Building and Life Safety Codes. Issues correction notices and citations.
4. Explain, interpret and provide guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
5. Approve plans or discuss with engineers, contractors, builders, or owners, modifications to be made in plans in order to conform to requirements.
6. Explain and assist the public in understanding any applicable codes adopted by the City.
7. Review plans and construction documents to determine conformity to establish safety factors, and code and ordinance requirements prior to the issuance of applicable permits.
8. Conduct inspections of new dwellings, commercial and industrial structures to ensure compliance with codes

adopted by the City.

9. Offer technical advice and information to the City Council and other city departments, as requested.
10. Administer the flood insurance program in the City.
11. Communicate official programs, policies and procedures to staff and the general public.
12. Review current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations.
13. Research problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
14. Resolve complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
15. Coordinates plan reviews, inspections, and enforcement actions.
16. Familiar with and executes safe work procedures associated with assigned work.
17. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Rarely required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Frequently required. CRAWLING: Rarely required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Occasionally required. HANDLING: Occasionally required. TORQUING: Occasionally required. FINGERING: Occasionally required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hours Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 4 hours Stand: 3 hours Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively and correctly. TASTING & SMELLING: Necessary to detect fuel leaks, smoke, noxious odors, etc.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; motor vehicles; table; customer service counter; clipboard; construction sites; asphalt, concrete, dirt, and gravel surfaces; carpet, tile, and wood floors; rough, wet, slippery terrain and surfaces.

TYPICAL CONTROLS USED: Computer; calculator; telephone; cellular phone; copy and facsimile machines; various hand tools and electrical testing equipment; mobile radio, and motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold); wind and rain; copier and printer toner. May work near moving or mechanical parts. May be exposed to fumes or airborne particles, and toxic or caustic chemicals. Will be on active construction sites; may work near construction vehicles in motion.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Considerable knowledge of adopted codes, state law and city ordinances. Considerable knowledge of engineering practices and architectural plans. Ability to explain and instruct the general public, new employees, and other city officials in code enforcement requirements. Ability to instruct and explain codes to contractors and general public. Ability to examine plans and construction documents in order to determine compliance with established requirements. Ability to establish and maintain effective working relationships with other departmental employees and general public.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Associates degree in Engineering, Architecture, or related field. Professional industry certifications and or licenses preferred. Five (5) years of experience in construction or building trades, OR any combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Valid vehicle operator's license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 5 years.
<input type="checkbox"/> 3. 30-90 days.	<input checked="" type="checkbox"/> 8. 5-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS:

Candidates will be subjected to criminal and financial background checks. Required to take and pass a physical exam after a conditional offer of employment, and annually thereafter.

Classification Established: 7/1/96
Job Description Developed: 4/7/97
Revised 07/11/2016