

City of Fort Worth, Texas Job Description

Classification Title	Building Code Administrator		
Job Code:	MG1101	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/02/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises and coordinates the activities and operations of the Development Division within the Planning & Development Department, including plans examination and building inspection code enforcement. Assists business owners, citizens, developers and contractors in finding solutions to code related challenges; coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative and technical support to the Assistant Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages assigned service and activities of the Development Division, including plans examination and building inspection code enforcement.
3. Assists in managing and participating in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administer policies and procedures; and assists in setting operational policy for the Development Division.
4. Meets with developers, contractors, engineers and architects to discuss large, economically important and high impact construction projects; makes interpretation of the construction codes; and offers technical and administrative guidance regarding the City's permitting process and Building Code requirements.
5. Reviews and assists in writing and developing new ordinances on zoning, building codes, subdivision regulations and other related ordinances; ensures review of new building codes as recommended by the International Code Council; and makes appropriate recommendations.
6. Assist in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

7. Assists with conducting a variety of organizational studies, investigations and operational studies; and recommends modifications to plans examination and building inspection programs, policies and procedures as appropriate.
8. Serves as the liaison for the Development Division, City Departments and outside agencies; represents the City at regional, state and national code hearings; serves on various code making committees; and negotiates and resolves issues.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive plans examination and building inspection and code enforcement program.
- Rules and regulations of the adopted International Code Council (ICC) and city zoning codes.
- Design and construction practices.
- Construction industry and trend indicators.
- Local, state and federal regulations and requirements for employee equipment and protection.
- Principles and practices of engineering, architecture and general building construction.
- Principles and practices of program development and administration.
- Economic factors which influence community development.
- Methods and techniques of writing and developing new ordinances with regards to building codes and related ordinances.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**

- Data analysis and creative problem solving.
- Computers and applicable software.
- Group facilitation and long range planning.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Oversee and participate in the management of a comprehensive plans examination and building inspection and code enforcement program.
- Review complex technical areas of construction operations and reference to applicable codes.
- Read, interpret and apply code.

- Read, interpret and analyze structural, electrical, plumbing and mechanical building plans.
- Identify and respond to community and City Council issues, concerns and needs.
- Direct and coordinate the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Participate in the development and administration of division goals, objectives and procedures.
- Participate in the development of large program budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in engineering, architecture or a related field and four years of increasingly responsible experience in construction, building code enforcement or engineering, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Master Code Professional certification or ICC Building Code Official certification required at the time of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.