



Building Official

JOB DESCRIPTION / Key Facts

Department: Community Development **Reports To:** Community Development Director
Salary Range: \$58,635- \$82,098 **FLSA:** Non-Exempt
Schedule: 40 hours per week scheduled between 8:00 am – 5:00 pm, Monday-Friday

Summary

The Building Official assists the Community Development Director in directing, managing, and overseeing the daily operations of the Community Development Department. This position is responsible for the administration, supervision, and enforcement of building and zoning codes, inspections, and compliance measures. The Building Official supervises Building Inspectors and ensures adherence to municipal and national codes. This role requires extensive knowledge of construction practices and the ability to interpret and enforce relevant regulations.

Essential Job Functions

- Plans, organizes, coordinates, schedules, assigns, and evaluates the work of Building Inspectors; provides counseling and training as needed.
- Reviews and approves building plans; inspects structures to ensure construction, alterations, and repairs comply with approved plans and codes.
- Conducts inspections of residential and commercial structures to determine compliance with building, electrical, mechanical, plumbing, fire prevention, and zoning codes.
- Administers zoning regulations and coordinates the implementation of subdivision regulations.
- Prepares detailed reports and presents findings to staff, the City Council, and various commissions.
- Consults with engineers, architects, developers, contractors, and property owners regarding codes, ordinances, laws, and zoning requirements.
- Maintains records and prepares reports on inspection activities.
- Attends meetings of the Board of Adjustment, Building Construction Codes Commission, and Planning and Zoning Commission when required.
- Testifies in court or before appeals boards regarding inspection matters.

Minimum Qualifications – you must meet these requirements to be considered for the job.

- Bachelor's degree in architecture, engineering, construction science, or a related field.
- Three to five years of experience in building inspection or a related field.

- Equivalent combination of education, work experience, and code enforcement experience may be considered.
- Certified Building Official certification from the International Code Council.
- Hold and maintain a valid Missouri driver's license with an excellent driving record.

Knowledge, Skills and Abilities (KSAs) which may be representative, but not all-inclusive of those commonly associated with this position.

- Considerable knowledge of all major types of building materials and construction.
- Working knowledge of municipal building and zoning codes, laws, and ordinances.
- Ability to read and interpret building construction plans and recognize deviations.
- Strong ability to enforce codes and regulations tactfully and impartially.
- Excellent verbal and written communication skills.
- Strong organizational and supervisory abilities.
- Proficiency in record-keeping, report writing, and modern office procedures.
- Ability to establish and maintain effective working relationships with employees, contractors, architects, owners, and the public.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Exposed to moderate noise levels typical of an office environment.
- Work includes both office and field environments, requiring exposure to outdoor elements.
- Frequent interaction with contractors, developers, and the public.
- Travel to various job sites as necessary.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Light sedentary office work with occasional field inspections.
- Ability to travel to client sites as needed.
- Ability to perform site visits that may involve climbing, kneeling, and standing for extended periods.

The City of Parkville is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.