

CITY OF SANTA FE JOB OPPORTUNITY

JOB TITLE: Building Official **WAGE (DOQ):** \$31.79/hr. to \$42.72/hr.
REPORTS TO: Community Services Director (*\$66,123.20 to \$ 88,857.60 /yr.*)
APPLICATION DEADLINE: Until filled

ESSENTIAL JOB FUNCTIONS:

Responsible for the enforcement of city building, plumbing, electrical, mechanical, gas, energy, and fire codes; makes field inspections of buildings and building construction to ensure code compliance; inspects commercial and institutional buildings, as necessary, for compliance with applicable codes;

Assists with administering zoning ordinance regulations, such as verification of proper zone prior to issuance of a permit; assists with maintenance of comprehensive land use plan and zoning map; assists in reviewing and processing zone change requests and development proposals;

Serves, with authorization from the City Manager, as the Floodplain Administrator for the City of Santa Fe;

Reviews building plans; interprets code and advises citizens, builders, etc. on related inquiries; issues permits;

Considerable interaction with the public, including timely and effective response to citizen complaints; investigates complaints and inspects properties for violations of ordinances pertaining to weeds, rubbish, junked cars, substandard buildings, and other health and safety regulations; initiates action in municipal court when necessary; attends court cases where violations have been filed;

Works with the Building Standards Commission; works with the Galveston County Health District; works with citizens to ensure compliance when violations are found;

Reads, writes, and converses in the English language; prepares correspondence; prepares forms and notices; writes reports and keeps records relating to departmental activities; displays good decision-making abilities; communicates effectively, courteously, and clearly with other employees and the public by telephone, in person, or in writing; presents information on departmental matters at public meetings, when necessary; assists with preparation of departmental budget;

Works closely with the Street Department, Galveston County Drainage District No. 1, and Galveston County Water Control and Improvement District No. 8 as needed to handle matters where both departments are needed, such as, but not limited to, water and sewer line installation or repair; culvert installation, driveway apron construction or repair, sidewalk installation or repair, and associated drainage or stormwater management issues to include silt fencing;

Attends training schools and seminars and other city-related events which may require travel, occasionally overnight; ability to stand, walk for extended periods, kneel, crouch, crawl, bend, twist, and climb for brief periods while performing on-site inspections; safely operates motor vehicle; works indoors and outdoors, sometimes in extreme temperatures and inclement weather; and some exposure to dust, odor, electrical, mechanical, and toxic hazards, using proper safety precautions.

OTHER JOB FUNCTIONS:

Operates personal computer equipment, photocopier, calculator, fax machine, and various other office equipment; answers telephones; lifts and carries up to 50 pounds; pulls, pushes, or drags up to 100 pounds; performs routine and minor maintenance chores; and subject to after hours and weekend call out for emergency and critical situations.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND LICENSE:

High school graduate or equivalent; Texas Driver's License and good driving record; state certification as code enforcement officer or ability to obtain within one year of employment; Certified Floodplain Manager, or ability to obtain within one year of employment; and must be a licensed plumbing inspector by the State of Texas and hold at least two or more state licenses in mechanical, electrical, building, gas, or energy codes.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Three years' experience as a combination (building, plumbing, electrical, mechanical, energy, gas and fire) inspector; extensive knowledge of the International Building Codes; knowledge and experience in reading and interpreting building plans and drawings; knowledge of legal procedures involving enforcement of codes and ordinances; ability to read, write, and communicate effectively in the English language; ability to use tact and diplomacy; ability to establish and maintain an effective working relationship and to communicate with departmental personnel, other city employees, contractors, and the public; and ability to work without constant supervision.

BENEFITS: The City offers competitive benefits, including vacation, sick leave, retirement plan, and medical insurance.

HOW TO APPLY: Submit application to the City of Santa Fe, 12002 Hwy. 6, P.O. Box 950, Santa Fe, TX 77510-0950, or citysecretary@santafetx.gov.