



Building and Safety Manager

Department: Development Services

SUMMARY: Directs, manages, supervises and coordinates the programs and activities of the Building Safety and Code Compliance Division of the Development Services Department. Renders interpretations and enforces the provisions of the adopted codes.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs including permit issuance and building inspection.

Recommend department policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Direct, oversee and participate in the development of the division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Building and Safety division annual budget.

Evaluate Building and Safety division personnel; provides or coordinates staff training; work with employees to correct deficiencies.

Coordinate building inspection activities with other City departments, contractors and developers; provide technical and administrative assistance to the Development Services Director; develop, prepare and present reports and surveys.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to building and safety programs, policies, and procedures.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay current on new trends and innovations in the field of building and safety.

Respond to complex and sensitive inquiries and complaints by the public.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City codes, ordinances and regulations.

Principles and practices of municipal budget preparation and administration, structural design, engineering mathematics and building inspection.

Research methods and sources of information related to building code enforcement.

Principles and practices of effective project management, personnel management, leadership, supervision and training; effective problem solving; conflict negotiation tactics.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Developing and implementing functional department plans, goals and policies.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; functioning standard office equipment.

Assessing and prioritizing multiple tasks, projects and demands; presenting a professional demeanor; problem solving; project management.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree, and five (5) years paid fulltime experience in inspection of public, commercial, industrial and residential buildings; two (2) years of which include administrative or supervisory experience; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Must possess current International Code Council Building Official Certification or Master Code professional Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, with some outdoor work required when visiting construction and building sites. May require frequent walking, standing, stooping, bending, sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Requires operation of a vehicle.

Adopted: 1998

Revised: Feb, 2011; Jun, 2014; Nov, 24, 2014; Nov 2014