



Town of Oro Valley Classification Description

Title: **INSPECTION & COMPLIANCE
DIVISION MGR/BUILDING OFFICIAL**

Department: Community & Economic Dev.

Job Code: 4005

Salary Grade: 124

FLSA Status: Exempt

POSITION SUMMARY:

This position reports to and provides highly responsive and complex support to the Community & Economic Development Director. Under general supervision of the Director, manages the Inspection and Compliance activities related to building, engineering, code compliance, traffic, planning, backflow prevention, and fire code to ensure compliance with all applicable codes, ordinances, laws and standards.

ESSENTIAL JOB FUNCTIONS:

- A. Ensures division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensure adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- B. Advise, consult and provide information to the Community & Economic Development Director, Town Engineer, division managers within the department, other town departments, outside agencies, neighborhood organizations, the community and citizens regarding the operational activities, interpretation, compliance and enforcement of the Town codes and standards under Inspection and Compliance Division Manager's purview.
- C. Consults with Community & Economic Development Director, and other officials to review division operations/activities, review/resolve problems, receive advice/direction, and provide recommendations: makes recommendations and presentations to Council; may represent Town on boards and commissions.
- D. Develops and implements long and short term plans, goals, and objectives for the division: evaluates efficiency and effectiveness of division operations, programs, procedures, and use of resources; recommends and/or implements improvements as needed; assists in the development of division performance measures.
- E. Develops and implements the division budget: monitors expenditures to ensure compliance with approved budget.
- F. Oversee the establishment and management of records, files and databases.
- G. Evaluates/Analyzes, prepares reports, provides recommendations and keeps the Community & Economic Development Director fully informed on all pertinent issues.
- H. Plan, manages, and coordinates administration and enforcement of adopted municipal construction, fire and development related codes: recommends codes and fees for adoption; review new codes; reviews new legislation for potential impact on Community & Economic Development operations.

- I. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide the highest level of quality seamless customer service for both internal and external customers.
- J. Respond to and resolve difficult and sensitive inquiries, complaints and requests in a positive, open, creative and customer service centric manner.
- K. Assists with the forecasting, development and monitoring of the department budget.
- L. Provides information and technical assistance concerning code interpretation, construction plan, non-compliance issues, division programs/services, or other issues: recommends solutions to problems and resolve disputes; provides technical expertise to customers.
- M. Provides timely and relevant performance reviews of division personnel.
- N. Mentor staff and provide a positive leadership example.
- O. Foster teamwork between divisions within the department and other Town departments.
- P. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing operations and engineering.
- Knowledge of the laws and regulations of residential and commercial planning and permitting.
- Skill in reading, understanding and reviewing site plans and other related engineering documents to determine compliance with drainage, utility and other requirements.
- Knowledge of management and/or supervision principles and possession of strong leadership skills.
- Ability to be an active, positive and contributing team member of the Department's Management Team.
- Knowledge of budget and fund control practices and procedures.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to consistently meet deadlines and complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing plans and solutions to complex problems.
- Excellent verbal and written communication skills.
- Ability to make clear presentations to Town Council, Boards and Commissions, citizens, and other interest groups.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments, and the general public.
- Knowledge of trends and practices of strategic and program planning principles, project management and operations.
- Knowledge of personal computer hardware, software and applicable data base systems.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Architecture, Civil Engineering, Planning, Construction Technology or related field.

- Seven (7) years of direct experience with code interpretation, building construction, building inspection, structural engineering, engineering inspection, budget administration, and management, including (2) years at a supervisory level; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.