



# Village of Taos Ski Valley

## Job Description

<b>Title:</b>	Building & Construction Director	<b>Code:</b>	
<b>Division:</b>	Building Inspection	<b>Effective Date:</b>	01/2016
<b>Department:</b>	Community Development	<b>Last Revised:</b>	2/2018

### GENERAL PURPOSE

Performs a variety of **administrative, supervisory, code-professional and technical duties** as needed to plan, organize, direct and coordinate daily building and construction inspection operations. Project manager for Village planning, design, and construction projects.

### SUPERVISION RECEIVED

Works under the general supervision of the Village Administrator.

### SUPERVISION EXERCISED

Provides general supervision to the Building Inspectors(s). Works with Planning & Zoning/Community Development Director and Public Works Director on coordinating projects and planning.

### ESSENTIAL FUNCTIONS

Performs as the village's Chief Building Official as described in various codes and regulations and ordinances; plans and organizes the overall activity of the building inspection division; coordinates the day to day administrative; coordinates scheduling of inspections in all phases of construction, alterations and repairs to assure adherence to all applicable code, plans, and specifications.

Supervises and performs the inspections of all aspects of construction including residential dwellings, commercial and industrial buildings for compliance with one or more of the village building, housing, or zoning codes and approved plans; performs commercial and residential plan reviews, approves and issues building permits, answers codes questions from the public and carries out code enforcement duties.

Participates in the departmental decision making processes; develops, implements, evaluates and revises division policies, practices, priorities, methods and procedures in order to improve uniformity, fairness, accuracy and efficiency of code interpretations and enforcement.

Performs complex and detailed plan checks of development and construction projects; researches and reviews proposed building plans to assure compliance with village ordinances, uniform building and safety codes; refers plans to other agencies for further research as necessary.

Determines building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law; responds to requests for permits and issues the same.

Supervises the inspections of new or existing structures and infrastructure and utility improvements within the Village to assure compliance to one or more of the following codes: building, plumbing, mechanical, electrical, zoning, site development and flood plain regulations; supervises the inspections of properties and buildings under construction for compliance with setbacks, size, height, subdivision conditions of approval and general zoning regulations.

Assures the enforcement of the minimum provisions of the building, electrical, plumbing, mechanical, ADA accessibility, energy conservation, fuel gas and related codes; reviews and adopts standards for new materials and procedures to be used for building within the Village; identifies and resolves problems with building safety issues and negotiates options for compliance.

Hires, trains, and supervises technical employees; serves as a technical resource for building inspectors and supervises the training of building inspectors; directs staff assignments and monitors work quality, assures standards of performance; develops, initiates, coordinates and delivers training programs, seminars, etc., to upgrade professionalism and assure quality and efficiency in the construction review and inspection process.

Explains the building, plumbing, mechanical, electrical, and other codes including zoning codes to contractors and the general public; mediates code interpretation and enforcement disputes with architects, developers and builders; negotiates alternatives

within provisions of the applicable codes; coordinates board of appeals proceedings as needed; attends various board and public meetings as needed to communicate division activity and to advise on issues affecting building activities within the village.

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Conducts pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements; coordinates review and planning activities with village/County Fire Marshal.

Coordinates research activities; reviews professional reports and journals to determine changes and trends in the industry; recommends alternatives in policies, standards, ordinances and regulatory activities based upon findings.

Calculates all applicable fees applied to new development, including impact fees, system development fees, and permit fees.

Assist in long range planning for infrastructure and utility improvements (water and sewer system, roadways, storm drainage, and other government facilities) and community development and construction projects, including site plans and cost estimates; coordinate engineering with property owners, consultants, regulatory agencies, and Village staff. Coordinate and manage infrastructure and utility improvements and construction on behalf of the Village.

Negotiate, advises on franchise agreements with utility providers.

Provides direction when deficiencies or violations are discovered and issues correction notices or citations for noncompliance with appropriate codes. Investigates complaints, alleged code violations, makes reports of field inspections, and consults with the Village Attorney's office and act as a witness in prosecution of code violators as needed.

Maintains files on buildings under construction, inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the village and building owners, developers, contractors, etc.

Performs or oversees the more technical and comprehensive inspections of residential, industrial or commercial building and construction activities within the Village; may routinely inspect building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, etc.; may also inspect grading, curbs, gutters, backfill, sidewalks, driveways and other site improvements; may monitor zoning compliance.

Makes oral presentations and recommendations to the Village Council, Planning & Zoning Commission, and other groups.

Project Manager: Acts as the Village's project manager helps with/oversees planning, design, project needs, project initiation, construction and completion.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in construction management, architecture, engineering, building inspection technologies or related field;

AND

B. Ten (10) years of responsible experience performing above or related duties directly related to the building construction and inspection industry.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Thorough knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; legal system and procedures for initiating sanctions for code violations; basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances; political, legal and governmental processes affecting various building programs and project management; safety, fire, uniform abatement of dangerous buildings, mechanical, plumbing, electrical, and energy conservation codes; modern construction methods, practices, materials, tools and equipment, blue prints and related specifications; interpersonal communication skills.

**Working knowledge of** work flow management.

**Considerable Skill** in the art of diplomacy and cooperative problem solving. Skill at the journey level in one or more of the construction disciplines (i.e., building, electrical, plumbing, mechanical, etc.).

**Ability to** interpret codes accurately and effectively; enforce regulations with fairness and impartiality; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Within eighteen months, must obtain an ICC Certified Inspector and/or Building Official designation in both residential and commercial specializations, including: plan review, plumbing, electrical, mechanical, and building. Must possess and maintain a valid Driver's license. Prefer experience in a high altitude building environment.

**Preference will be given for Preference given for experience Planning and Zoning, GIS, and/or certifications as CZO (Certified Zoning Official) and/or AICP (American Institute of Certified Planners).**

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving common to most job functions. Frequent travel and exposure to seasonal weather extremes required in course of performing portions of job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Employee