

**NORTH AUGUSTA, SOUTH CAROLINA
JOB DESCRIPTION, SEPTEMBER 2004**

**JOB TITLE: SUPERINTENDENT OF BUILDING STANDARDS
BUILDING STANDARDS DIVISION
ENGINEERING / PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, plans, directs and supervises the interpretation, enforcement and administration of City building codes and related ordinances and standards. Performs related administrative, supervisory and technical work as required. Reports to the Director of Engineering / Public Works.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, directs and supervises all activities and programs of the Building Standards Division, ensuring compliance with all applicable City policies and procedures, and other laws, regulations, codes and ordinances.

Supervises division staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending employee transfers, promotions, discipline, discharge and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Ensures subordinate inspectors maintain required certifications.

Prepares and administers the division's annual budget.

Develops, implements and modifies as necessary all division policies and procedures pertaining to building inspection.

Monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.

Provides interpretation of building standards to design professionals, contractors, property owners and the general public as needed.

Keeps abreast of all changes in building standards and codes / code requirements; ensures subordinate staff are informed of changes.

Meets with citizens, contractors and design professionals to coordinate plan review, inspection and permitting activities.

Reviews commercial and residential construction plans, specifications and calculations for compliance with codes and ordinances; schedules, plans and conducts on-site inspections to ensure compliance with building, electrical, mechanical, plumbing and gas codes; inspects construction to ensure foundation, concrete, masonry, framing, footing, slab, framing, etc., are in compliance with relevant building standards.

Inspects existing structures for compliance with adopted property maintenance codes.

Administers the floodplain ordinance to ensure construction within FEMA-designated flood areas complies with local, state and federal regulations.

Conducts re-inspections as required.

Resolves conflicts between contractors and inspection staff.

Coordinates the maintenance of City buildings through contract management or supervision of maintenance personnel.

Receives and responds to public inquiries, concerns and complaints regarding assigned programs and projects.

Ensures the maintenance of accurate and complete division records.

Coordinates division activities with those of other divisions, departments, agencies and boards as required; attends meetings of various community and civic organizations as appropriate.

Receives and reviews engineering reports and drawings, architectural designs, codes, current/proposed legislation, inspection reports, correspondence, etc.

Prepares proposed ordinances, inspection reports, code violation reports, correction notices, vehicle maintenance reports, technical and administrative reports, and various other records, reports, memos, correspondence, etc.

Refers to policy and procedure manuals, computer manuals, codes / laws / regulations, various trade publications and reference texts, tax files, maps, etc.

Operates a vehicle and a variety of office equipment, including a computer, copier, telephone, calculator; operates electrical test equipment, camera, etc.

Uses clerical and computer supplies, measuring devices, ladders, meters, hand tools, etc.

Attends training, meetings, workshops, conferences, etc., as necessary to enhance job knowledge and skills and to maintain required certifications.

ADDITIONAL JOB FUNCTIONS

Assists other divisions and departments with special assignments as requested.

Performs duties of subordinate inspection and support staff as required.

Performs general administrative/office work as required, including attending meetings, preparing reports and correspondence, entering and retrieving computer data, sending and receiving faxes, copying and filing documents, reviewing correspondence, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in construction management, architecture, engineering or related field, supplemented by four to five years of experience in field inspection and plan review, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Must possess Building Official certification from the ICC and Floodplain Manager Certification from the ASFPM.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Tasks may require traversing uneven terrain during field inspections.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or directions from supervisor.

Language Ability: Requires ability to read a variety of codes, policies and procedures, architectural drawings, blueprints, specifications, technical diagrams, correspondence, etc. Requires the ability to prepare budget documents, inspection reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including budgeting, construction trades, structural engineering, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use advanced applications of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree and to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Engineering / Public Works Department as they pertain to the performance of duties of the Superintendent of Building Standards. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has comprehensive knowledge of building, plumbing, mechanical, electrical, gas, floodplain and related codes and ordinances. Is able to supervise and/or conduct thorough building inspections, note deficiencies and determine proper corrective courses of action. Is able to perform field work in uncomfortable physical conditions, including exposure to excessive heat / cold, wetness, humidity, odors, electrical currents, construction hazards, toxic agents, etc. Is able to coordinate division activities with other City departments, property/business owners, engineering / development and construction / real estate professionals, etc., in order to accomplish goals and complete projects. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to make sound, educated decisions. Knows how to apply supervisory and managerial concepts and principles. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology used within the department. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to compile, organize and utilize various

financial information necessary in the preparation of the division budget, and knows how to prepare and monitor the budget. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met.

Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.