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**City of Gluckstadt, Mississippi**

**Job Description**

**Building Official and Code Enforcement Officer**

**Job Title:** Building Official and Code Enforcement Officer

**Department:** Building Department

**Reports To:** Planning and Zoning Director

**FLSA Status:** Non-Exempt

**Salary:** $50,000-$60,000

 \*Full Time\*

**SUMMARY:** The Building Official and Code Enforcement Officer is responsible for administering and enforcing the City of Gluckstadt’s building codes, property maintenance codes, and related ordinances to protect the health, safety, and welfare of the public. This position oversees permitting, plan review, building inspections, and enforcement of zoning, nuisance, and property maintenance regulations. The officer provides technical expertise, ensures compliance with state and local laws, and serves as the City’s authority on building safety and code enforcement.

Work involves responsibility for performing building, gas/mechanical, plumbing, and related inspections. Work is performed under the general supervision of the Building Official and is reviewed for technical accuracy while in progress and upon completion. However, as experience is gained, greater independence is allowed in carrying out assignments.

# ESSENTIAL FUNCTIONS

**THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE COMPANY AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY OF GLUCKSTADT.**

* Administer and enforce the International Building Code (IBC), International Residential Code (IRC), International Plumbing, Mechanical, and Electrical Codes, and other adopted codes and ordinances.
* Review building permit applications, construction drawings, and plans for compliance with City ordinances and adopted building codes.
* Conduct inspections of new construction, renovations, and repairs to ensure compliance with approved plans, codes, and safety standards.
* Issue certificates of occupancy upon satisfactory completion of projects.
* Maintain official records of permits, inspections, violations, and related correspondence.
* Provide guidance and technical assistance to contractors, developers, architects, engineers, and homeowners.
* Stay current with updates to state building laws, adopted codes, and construction practices.
* Enforce City ordinances relating to zoning, property maintenance, signage, nuisances, and other quality-of-life codes.
* Investigate complaints of ordinance violations and perform field inspections to verify compliance.
* Issue warnings, notices of violation, and citations, as necessary.
* Work with property owners, contractors, and the public to achieve voluntary compliance before pursuing legal remedies.
* Coordinate with the City Attorney, Police Department, and other agencies as needed for enforcement actions.
* Prepare and present reports, evidence, and testimony for municipal court proceedings related to code violations.
* Develop and recommend updates to building and property maintenance codes, zoning ordinances, and enforcement policies.
* Manage department budget and fee collection for permits, inspections, and code enforcement activities.
* Serve as a staff liaison to the Planning and Zoning Director, Board of Aldermen and Planning & Zoning Commission on matters related to building and code enforcement.
* Provide education and outreach to residents, contractors, and business owners regarding City ordinances and compliance requirements.

 **EXAMPLES OF WORK**

**Examples of work performed in this classification include, but are not limited to, the following tasks. These tasks may be amended, or other tasks may be assigned, as necessary.**

Enforce the building, electrical and other related ordinances for the safety, health, and welfare of the public; confers with Building Official, City Officials, and technical advisors on difficult cases; interprets the codes and ordinances in routine cases.

Confers or corresponds with architects, building owners, and contractors concerning questions involved in the enforcement process.

Assists with review of all plans and/or designs before permits are issued for construction, alterations, and repairs.

Inspects buildings being wrecked to see that proper safety methods are being employed and to protect adjacent property and the public.

Maintains reports on inspections.

**SUPERVISORY RESPONSIBILITIES**

Supervisory duties may be required.

**INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.**

**MINIMUM QUALIFICATIONS**

The following minimum qualifications have been identified by subject matter experts (SME'S) who have supervised this position or functioned in the position; they are based upon job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Human Resource Manager in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the Human Resource Manager in writing of the need for the accommodation and identify the specific accommodation requested.

**EDUCATION and/or EXPERIENCE:**

**Education:**

Associate’s Degree or Bachelor’s Degree in Building Inspection, Construction Management, Civil Engineering, Architecture, Engineering, or related field preferred.

Minimum 3–5 years of experience in building inspection, zoning, construction, or municipal code enforcement.

## OR

**Experience:**

Graduation from high school or acceptable equivalent, and 4-6 years experience in the design, construction, or inspection of building structures.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certification as a Building Official, Plans Examiner, or Inspector through the International Code Council (ICC) preferred or ability to obtain within 12 months of hire.

Training includes inspections, certification, job training and computer classes.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Strong knowledge of building codes, construction methods, and zoning principles.

Familiarity with Mississippi laws governing municipal code enforcement.

Ability to read and interpret construction plans, technical documents, diagrams, blueprints, specifications, and ordinances.

Excellent communication and conflict-resolution skills for dealing with the public and contractors.

Proficiency with Microsoft Office and permitting/inspection software.

Ability to work independently, manage multiple cases, and maintain accurate records.

Accrued knowledge of standard construction methods.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to engage in active field work for extended periods and occasionally under adverse weather conditions.

Ability to enforce ordinances and regulations firmly, tactfully, and impartially.

Ability to express ideas effectively, orally and in writing, to groups and individuals.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive and additional job-related physical demands may be added to these by the City if the need arises. Corrective devices may be used to meet these physical requirements.

The employee is required to stand; climb; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

Work performed in both office and field environments.

Regular exposure to construction sites, outdoor weather conditions, and potentially hazardous environments.

Evening or weekend work may be required to respond to complaints or attend meetings.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is frequently performed outdoors and exposure to extremes of temperature is frequent.

Noise level may be loud.

**OTHER REQUIREMENTS:**

Valid, renewable Mississippi Driver’s License

**JOB APPLICATION INSTRUCTIONS:**

Send cover letter, resume, and references to:

Ms. Lindsay Kellum, City Clerk

343 Distribution Drive

Gluckstadt, MS 39110

info@gluckstadt.net

Inquiries: 769-567-2306