

CITY OF ALEXANDRIA

JOB DESCRIPTION

JOB TITLE: Building Commissioner

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be constructed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Under direction of or as authorized by the City Administrator, performs administrative and responsible technical work in enforcing building and zoning ordinances, plan review and inspections.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

The following duties, responsibilities and expectations are not necessarily limited to the following, and are not enumerated in any particular order or priority. At any particular time, the frequency or duration with which one or more of the following specific duties may be performed may vary widely:

Applies specialized knowledge in directing and participating in the enforcement of numerous municipal ordinances pertaining to zoning, buildings, plumbing, minor electrical, fences, residential and commercial building and site exteriors, signage, grading and land disturbance permits, occupancy permits, special use permits and other regulatory systems of the City of Alexandria Municipal Code or other codes, regulations and provisions adopted or referenced thereby or related to.

Acts as technical advisor to commissions, board and municipal officials on matters related to code enforcement and interpretation, application and promulgation of applicable codes, regulations and provisions.

Prepares building, planning and zoning reports, analyses and recommendations for boards, commissions and municipal officials relating to all matters which come before the City for consideration.

Reviews residential, commercial and industrial plans for compliance with building and zoning ordinances and approves all permits; conducts and oversees field inspections to ensure compliance with building and zoning ordinances; serves as liaison with the Alexandria City Fire Department and other County, State and Federal departments as applicable.

Supervises all normal and special activities of the Building Inspectors, Code Enforcement Officers, and other full-time and part-time personnel as assigned.

Prepares revisions of City ordinances relating to building, planning and zoning matters for presentation to the Planning and Zoning Commission and Redevelopment Committee; attends meetings of various boards and commissions and other bodies as scheduled and required including Planning and Zoning Commission, Redevelopment Committee, and makes presentations, provides technical advice and enters testimony at same on behalf of the City.

Receives applications for all required permits and issues permits after ensuring that applications are complete and in compliance; performs inspections as required, requested or appropriate.

Investigates complaints of possible building and zoning violations; takes appropriate enforcement action; prepares correspondence pertaining to applications, complaints and non-compliance, and issues notices for the correction of deficiencies.

Reviews plans and specifications for public works projects as requested and makes appropriate recommendations; attends meetings with contractors and engineers to represent and protect the City's interest; makes periodic visits to construction sites to ensure contract compliance.

Meets with developers to discuss development plans and proposals, and reviews plans for compliance with subdivision ordinances.

Meets with residents, businesses, property owners, developers, architects, engineers, planners, contractors, and public agency officials to advise them on building regulations and other ordinances and laws, and to resolve problems and conflicts.

Accepts applications for variances, appeals and exceptions to be heard by the Board of Planning and Zoning; advises applicants of hearing procedures and required information, prepares recommendations and attends Board of Planning and Zoning hearings to answer technical questions.

Serves as the City's Floodplain Administrator, by administering, implementing and overseeing provisions of the Flood Damage Prevention laws, and reviews and issues floodplain development permits.

Provides City planning functions including research, reports and presentations as requested.

Provides Emergency Management and Homeland Security assistance and support as required.

Investigates complaints of violations and initiates necessary administrative and legal steps to prosecute violators.

Prepares and maintains all necessary records and reports.

Performs on-site and off-site research as required.

Stores and maintains all plans and documents submitted to or generated by building officials in a manner so as to be readily retrieved and referenced as required.

Works with computer hardware and software to perform necessary job functions.

Assists with or coordinates special projects as required, possibly interdepartmentally.

Performs related work as required, including duties set forth in the Municipal Code and other codes, provisions and regulations adopted by or referenced by same.

KNOWLEDGE, SKILLS, AND ABILITIES

Completion of high school and at least three (3) years of professional building or related experience. Must attend the professional building official association class or the ability to attain such within 18 months from the date of employment, or as otherwise authorized by the City Administrator.

Thorough knowledge of modern building construction principles, practices, methods and techniques.

Considerable knowledge of the regulatory and enforcement provisions of the City of Alexandria Municipal Code and of accepted professional and trade practices.

Working knowledge of the latest editions of the International Building and Residential Codes and other codes and regulations adopted thereby.

Knowledge of the legal procedures utilized in the enforcement of the City building code and zoning ordinance.

General knowledge of street and storm sewer and detention/retention basin construction principles and practices.

Ability to read and properly interpret blueprints, construction plans and other technical drawings.

Ability to locate and detect defects encountered through regulatory inspections.

Ability to objectively enforce regulations with firmness as situationally appropriate, in an impartial, tactful, respectful, polite and professional manner.

Willingness to attend orientations, training sessions, educational classes or other courses of instruction as required, possibly involving regional or interstate overnight travel.

Ability to establish effective working relationships with developers, residents, property owners, contractors, engineers, architects, public officials and the general public.

Ability to effectively and accurately communicate in oral and written form, including good spelling and grammatical skills.

Ability to operate office equipment including telephones, computers/printers, typewriters, copiers, FAX machines, and other standard office equipment after reasonable orientation.

Ability to exercise confidentiality in the performance of job duties, including knowledge of personnel, legal, real estate or other potentially sensitive matters.

Must be able to perform and/or manage multiple tasks, projects and priorities concurrently.

Must be efficient, a self-starter, an independent worker, a detail person and possess good work habits.

Must be capable of performing work in the field including traversing unpaved, wet, muddy, steep or irregular terrain, climbing, bending, kneeling and stretching, including performance of these duties in inclement weather as required.

Selection Guidelines:

The position of Building Commissioner is appointed by the City Administrator. However, a formal application, rating of education, experience, certifications and credentials; oral interview and reference check will be considered in the appointment.

A criminal record check, employment physical and alcohol/drug screening test will be required conditions of employment.

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