



—OKLAHOMA—

WHERE CHARM AND ADVENTURE MEET

TITLE: Code & Fire Inspector
DEPARTMENT: Administration
REPORTS TO: City Business Manager
FLSA STATUS: Exempt
GRADE: 10
SALARY: \$40,621.29-\$56,229.36

NATURE OF WORK

The Fire/Building Official is responsible for the overall guidance, direction, and management of the city's Fire/Building Code Division. This employee monitors, implements, and enforces all rules and ordinances related to Fire/Building codes and to any other general health or safety matter under the jurisdiction of the City of Alva with integrity and professionalism.

ESSENTIAL JOB FUNCTIONS

An employee in this position may be called upon to do any of the following essential duties:

1. Interpret and enforce the fire/building codes adopted by the City as well as other City codes related to property development and building construction.
2. Issue building permits, construction trades permits, fire sprinklers, fire alarm, life safety permits, and other similar permits as assigned.
3. Administer plan review and field inspection industry contacts.
4. Perform inspections and construction plan review.
5. Develop and implement operating policies and procedures as they relate to building safety.
6. Monitor division operations and services and implement procedural changes as needed to improve workflow and productivity.
7. Establish and maintain customer service standards.
8. Ensure that customers receive timely assistance and accurate information.
9. Receive complaints and resolve difficult issues and situations with customers.
10. Investigate various citizen inquiries concerning building and safety violations.
11. Provide timely response to complaints and take necessary steps to resolve issues and code related violations.
12. Provide information, professional advice, and assistance for individuals, departments, groups, or the general public on building and development construction issues.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

13. Gain cooperation regarding complaints and code violation issues through discussion and negotiation.
14. Advise the public and other City officials on Code-related building and site accessibility rules and regulations.
15. Establish and maintain systems to ensure that all files, correspondences, reference documents, reports, permits, plans, and other data or materials are maintained in an organized fashion.
16. Establish standard operations procedures to ensure that all division activities are properly documented.
17. Prepare reports for, and attend Board of Adjustment, Planning Commission, City Council, or other public meetings as required.
18. Confer with Department Director and other Division Heads on issues relating to various code interpretation, plan review, permit issuance, filed inspections, fee collections, and other administrative matters.
19. Perform random field visits with developers and construction contractors to discuss issues relating to building codes and building safety regulations.
20. Participate in meetings with builders to gain feedback and to provide information regarding plan review, permit processing, field inspections, and issuance of certificates of occupancy.
21. Review and update permit and plan review schedule.
22. Prepare and administer the division's annual operating budget.
23. Prepare monthly and annual activity reports regarding permit plan review and field inspections.
24. Perform related tasks as required.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

High school Diploma, CLEET (Council on Law Enforcement Education Training) or be willing to obtain this certification.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must possess ICC Building Code Certifications and ICC Combination Plans Certification within 12 months of hire, must obtain ICC Fire Plans Review and Inspection certifications within 12 months of hire, must obtain Fire Inspector 1, Fire Inspector 2 within 24 months of hire, must possess a valid Oklahoma driver's license in good standing, and be insurable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

1. National, state, and local building code regulations, policies, procedures, and terminology.
2. Principles and practices of budget preparation and administration.
3. Accepted safety standards and methods of building construction.
4. Detailed procedures and techniques of inspections and fire/code enforcement.

Skills:

1. Handle stress effectively without it interfering with performance.
2. Organize, set priorities, and exercise sound, independent judgement within areas of responsibility.
3. Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
4. Communicate clearly and effectively, both orally and in-writing.

Abilities:

1. Facilitate group processes, implement effective problem-solving solutions, and build consensus among competing interests.
2. Establish and maintain effective professional working relationships with elected officials, city manager, department heads, other employees, employees of other agencies, members of the news media, and the general public.
3. Apply technical knowledge and follow proper field inspection techniques regarding the examination of workmanship and materials.

PHYSICAL/MENTAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Must be able to drive to and inspect construction sites in all weather conditions, may be required to sit for prolonged periods at a plan review table or computer terminal, must be able to navigate around and across construction sites to inspect work in progress in all weather conditions.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, vibration, airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud.

Equal Opportunity Employer

The City of Alva affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or genetic information. Persons selected for employment into any position must pass a drug test. Some positions may require passing an alcohol test. Previous employment and any additional experience will be subject to verification prior to employment processing. A driver's license and driving record check will be conducted if driving is a job requirement. A post offer employment fit for duty test may be conducted prior to job placement.