



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
CHIEF BUILDING OFFICIAL**

**Pay Grade: 75 Pay Range: \$26.78 to \$37.50 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Exempt – not eligible for overtime**

Qualifications: Bachelor’s degree in construction management, civil or structural engineering or architecture and seven (7) years experience in the construction field as a foreman, building inspector, or trade involving building code enforcement which includes five (5) years supervisory experience or any equivalent combination of experience and education. ICC Certified Building Official preferred. Must possess and maintain a valid Arizona driver’s license and pass pre-employment drug test.

Tasks: Coordinates and supervises the Plans Examining, Building Inspection and Permit Division of Community Development; interprets and enforces building codes and ordinances and directs the technical inspection work of the division; establishes general policies; prepares and administers division budget under general direction from the Director. Manages division operations and projects, compiles statistical information and creates reports and enters database information. Consults with builders, architects, engineers, attorneys, developers, City employees and general public on building code related issues; recommends code amendments, solutions to technical problems and required legal actions; makes final decisions on code interpretation; administers and provides assistance to various advisory boards.

Knowledges, Skills, and Other Characteristics:

- Knowledge of Federal, State, and City of Prescott rules, regulations, policies, procedures, codes, and ordinances related to building codes and enforcement.
- Knowledge of all types of building construction methods and materials including electrical, mechanical and plumbing.
- Knowledge of municipal building, zoning codes and related laws, ordinances and codes and plans examining.
- Knowledge of legal process required to obtain code compliance and provide necessary information for legal action.
- Knowledge of occupational safety and health regulations, policies and procedures.
- Skill in safety inspecting and enforcing building code regulations.
- Skill in operating computer programs used in the division day-to-day operation.
- Skill in customer service, written and oral communications for administrative and technical purposes as well as one-on-one and group situations.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials and City residents.
- Ability to effectively manage office staff and field inspectors.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Applications must be received by 5:00 p.m. September 2, 2005

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net **Job Hotline:** (928) 777-1280

EEO/M/F/V/H/D/NSE

Posted: July 27, 2005

Tom Guice _____
Community Development Director

Jolaine Jackson _____
Human Resources Manager

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an “otherwise qualified applicant” with a disability to participate in any phase of the selection process.