

City of Bluffton Job Description

Job Title: Building Commissioner
Department: Building Department
Reports To: Mayor
FLSA Status: Exempt
Last HR Review: July 2021

Principal Function: The Building Commissioner is responsible for the day-to-day activities of the department by overseeing and coordinating all operations.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Responsible for matters related to section 15.02 in reference to Building Inspector, 15.05 in reference to Building Officer and 15.10 in reference to Building Commissioner
2. Coordinates the preparation and presentation of an annual budget for the Building Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
3. Controls the expenditure of departmental appropriations.
4. Performs the final inspection of remodels or new building construction for buildings within the City.
5. Receives complaints, investigates, and issues unsafe building violations, nuisance violations and minimum housing standards violations, as appropriate.
6. Completes continuing education classes on building codes and practices, as needed.
7. Reviews the building plan for the City.
8. Approves the building permits, issues permits, and collects the fees for the permits, as necessary.
9. Issues certificates of occupancy, as needed.
10. Maintains an effective communication process with the Mayor.

Supervisory Responsibilities: Supervises the Building Commissioner Assistant. Employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

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Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Delegation** – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Cost Consciousness** – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Education and/or Experience: Bachelor's degree (B.A. /B.S.) from a four-year college or university; and five years related experience and/or training; or equivalent combination of education and experience. CBO Certification is required. Previous experience in building construction or related field is required. Previous supervisory experience is required.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Computer software skills required include: Microsoft Outlook, Word, Excel, and PowerPoint. Experience working with permitting software is desired.
- The ability to utilize a broad knowledge of management principles, practices and techniques to formulate and coordinate activities and functions with the department is required.
- A working knowledge of the processes, procedures, and practices of building construction is required.
- The ability to read and interpret blueprints or CAD drawings is required.
- A working knowledge of building codes and minimum housing standards is required.
- The ability to operate all Building Department vehicles and tools is required.
- The ability to maintain cooperative relationships with City officials and with the general public is required.
- The ability to prepare and review reports is required.
- The ability to attend meetings and seminars as requested, is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.

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- The ability to speak, read and write in English is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and or move up to 25 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee regularly is exposed to the risk of electrical shock when working with office equipment; and outdoor weather conditions. The employee is frequently exposed to extreme cold (non-weather); and extreme heat (non-weather). The employee is occasionally exposed to wet or humid conditions; working near moving mechanical parts; work in high, precarious places; and vibration. The noise level in the work environment is usually moderate to loud.

Personal protective equipment must be worn as required to include: work boots, hard hats, safety goggles, gloves, and protective clothing.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends. It also requires the ability to drive Building Department vehicles. Thus, a valid driver's license is required.