

Town of Dolores

Job Description

Job Title: Building Official/Fire Marshal

Department: Building Department

Reports To: Town Manager

Summary

The Building Official/Fire Marshal ensures compliance with safety codes and standards within the Town of Dolores. Responsibilities include inspecting construction work, reviewing plans, performing business license inspections, and enforcing adopted ordinances. The role also involves issuing permits, addressing public inquiries, and inspecting utility installations to maintain safety and quality standards.

Responsibilities and Essential Job Functions

1. Construction Inspections:

- Conducts comprehensive inspections of construction projects to ensure compliance with ICC codes and public safety standards.
- Inspects all aspects of construction, including fire alarm and suppression systems, mechanical and plumbing systems, structural components, roofing, insulation, and more.
- Reviews plans, issues permits, writes compliance letters, and performs follow-up inspections.
- Issues stop-work orders and conducts re-inspections to confirm corrections.

2. Code Enforcement:

- Identifies and abates property maintenance and nuisance code violations.
- Issues citations for violations, prepares court evidence, and attends court hearings as necessary.
- Updates and proposes revisions to ICC codes and ordinances to meet community standards.

3. Administrative Tasks:

- Maintains accurate records, including permits, inspections, and code compliance cases.
- Prepares reports for activity tracking and keeps informed of code changes.
- Submits monthly and annual reports to the Town Board.

4. Public Engagement:

- Provides guidance to the public, handling inquiries and resolving issues with professionalism and diplomacy.

5. Site and Utility Inspections:

- Checks drainage, stormwater run-off, grading, erosion control, and zoning appropriateness.
- Inspects civil site work, including water and sewer lines, to ensure proper installation.

6. Professional Standards:

- Adheres to safety procedures and maintains current knowledge of laws and regulations.
- Attends professional development and maintains certifications.
- Ensures buildings and projects comply with FEMA Flood requirements and maintains FIRM knowledge.

7. Meeting Attendance:

- Participates in meetings, such as Town Board, Zoning, Fire Protection District, and others, as required.

8. Rating and Compliance:

- Maintains records for the Veri-Risk BCEGS and ensures compliance during evaluations.

Knowledge, Skills, Licensure, and Certification

- **Education:** High school diploma or GED required; associate degree or higher preferred.
- **Experience:**
 - Minimum 10 years in construction, building trades, or code inspection.

- At least 5 years of experience as a certified building or fire inspector.
 - Experience in building or fire plan examinations preferred.
 - **Certifications:**
 - Valid driver's license.
 - ICC certification as a Combination Building Inspector or Fire Inspector II required within 2 years.
 - ICC Certified Building Official preferred.
 - **Skills:**
 - Ability to interpret municipal codes, construction drawings, and specifications.
 - Strong communication and conflict-resolution skills.
 - Knowledge of FEMA Flood requirements and rating systems.
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Tools and Equipment

- Town Code of Ordinances, ICC Adopted Codes, NFPA Codes
 - Digital camera, computer, cell phone, and general hand tools
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Routine Contacts

- Public, permit applicants, contractors, architects, engineers, developers, and code violators
 - Town Attorney, Municipal Court Judge, co-workers, Town Administrators, and officials
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Working Conditions

- Combination of indoor and outdoor environments, including various weather conditions.
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Physical and Mental Demands

Physical Demands:

- Frequent use of standard office equipment, computers, and drafting tools.
- Regular fieldwork requires climbing, walking, and navigating job sites.
- Specific vision abilities include close vision, color vision, and adjusting focus.

Mental Demands:

- Effective communication and conflict management.
- Attention to detail, adherence to deadlines, and ability to handle emotionally charged situations.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.