City of Rapid City
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Building Official</th>
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<td>Job Code:</td>
<td>BDOF</td>
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<td>Pay Grade:</td>
<td>22</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>12/14/2020</td>
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**General Summary:** This position is responsible for operational management of Building Services Division and for administering and enforcing all construction and zoning codes adopted by the City of Rapid City, local ordinances and state laws pertaining to building construction and use.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, organizes and directs inspections of buildings, structures and related electrical, plumbing and mechanical installations for compliance with established codes and ordinances. Issue Certificate of occupancy upon determination of Code Compliance.
- Ensures that codes and ordinances are consistently interpreted and applied, by reviewing work of building, electrical, plumbing, gas and mechanical inspectors, and code consultants.
- Provides interpretation and information on codes and ordinances to building inspectors, design professionals, contractors, local officials and general public.
- Establishes policies and procedures for inspection and plans review including coordinating and managing the review of all building permit applications.
- Supervise employees and make recommendations relative to hiring, discharge, layoff, suspension, disciplinary action, adjustment of grievances, and performance evaluations. Oversee the training and instruction of personnel of Building, Electrical, Plumbing, and Mechanical operations.
- Directs, organizes and coordinates the Code review and adoption process and prepares local code amendments.
- Provides staff support and project coordination to various committees, building and contractor boards as assigned by the Director and as identified in the Rapid City Municipal Code.
- Drafts and proposes ordinances and ordinance revisions.
- Directs, manages and implements the City’s addressing system.
- Develops partnerships and strong working relationships with other departments, contractors, developers, elected and appointed officials to attain excellent customer service.
- Oversee the testing and licensure of Class A, Class B, Roofing, Mechanical, Electrical, Plumbing, Sign, Gas, House moving Contractors. Including journeyman and apprentices. Oversee the unresolved complaints against license holders and revoke licenses as necessary.

**Qualifications:**

**Education and/or Experience:**

Graduation from an accredited college or university with a bachelor’s degree in business or public administration, architecture, engineering, or related field and a minimum of six (6) years’ progressively responsible experience in building code enforcement or construction, some of which should be at a
supervisory level; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must possess a Building Inspector Certification, a Plans Examiner Certification, a Building Official Certification is desirable.

Working Conditions:

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 functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.