TOWN OF WINTER PARK
CHIEF BUILDING OFFICIAL

DEPARTMENT: BUILDING DIRECTOR
FLSA STATUS: EXEMPT
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR
SALARY RANGE: $60,957.00 - $87,081.00

SUMMARY
This position manages and performs the enforcement and regulation of the minimum standards to safeguard life, health, property, and welfare standards of the adopted Town Ordinances regarding design, construction, quality of the materials, use and occupancy of all buildings and structures within the Towns of Winter Park, Fraser and Granby.

EXAMPLES OF ESSENTIAL DUTIES
The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

- Determines the overall policies for the Building Department in conjunction with directions from the Community Development Director, Town Managers and policies of the Town Council and Board of Trustees.
- Enforces the adopted building codes; serves as primary contact for inquiries regarding building code compliance inquiries; serves as primary party for information related to building codes and amendments as required by employees and Town Council and Board of Trustees.
- Attends Town Council and Board of Trustees meetings; prepares monthly staff reports as required; directs the adoption of building codes and amendments as necessary; prepares statistical data.
- Investigates complaints relating to unsafe structures; prepares written reports, issues notices to correct code violations, issues Stop Work notices and court summons; may testify in court regarding violations.
- Provides for the selection, training, professional development and work evaluation of department staff.
- Reviews all building plans to ensure compliance with building codes; prepares and issues building permits; performs required inspections for compliance with the various building codes; prepares and issue building permits; issues Certificates of Occupancy.
- Attends meetings, seminars, and functions relating to building construction and fire safety.
- Provides an ethical commitment to protecting the health, safety, and welfare of residents and visitors in Winter Park, Fraser and Granby.
- Remains educated on technological and code changes.
- Acts as secretary to the Construction Board of Appeals.
- Performs related work as required.

Other Duties
- Assists in the creation of necessary programs, processes, policies and procedures for assigned responsibilities.
- Performs duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry.
- Composes and processes a variety of correspondence, reports, forms and other
material; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.

- Keeps informed of pertinent new rules, regulations and legislation.
- Performs other related work as required or assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

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

- Must have excellent management, time management, planning, organizational, administrative, computer, and interpersonal skills.
- Ability to exercise good judgment/discretion, and make decisions quickly.
- Ability to read, understand, and interpret various building codes and regulations.
- Ability to read and understand construction drawings.
- Thorough knowledge of all phases of the construction process and trade.
- Ability to supervise consultants, employees, and coordinate department activities.
- Ability to work with builders, contractors, property owners, and the general public with tact and diplomacy in often stressful situations.
- Ability to establish and maintain effective working relationships with Town employees, Town elected officials, other agencies, and the public.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Knowledge of the geography of the Towns.
- Knowledge of applicable Colorado Revised Statutes which pertain to records retention and public information. Knowledge of the Home Rule municipal form of government.
- Knowledge of municipal government with an ability to acquire a knowledge of agency or department procedures, policies and pertinent functions, ordinances and regulations.
- Extensive knowledge of grammar, spelling and punctuation.
- Ability to communicate effectively with a variety of others to include elected officials, colleagues and others outside of the Town government.
- Ability to prioritize a wide scope of duties and multiple projects simultaneously.
- Ability to use a personal computer, including word processing, presentation, database and spreadsheet programs.
- Ability to perform duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry; exercise initiative and sound judgment and to react resourcefully under varying conditions.
- Ability to compose and process a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
- Ability to communicate effectively in English, both verbally and in writing, and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, other agencies, elected officials and the general public.
- Ability to read, understand, and interpret various zoning ordinances, codes, and regulations.
- Basic knowledge of government processes and responsibilities, as well as a general
familiarity with community development issues and processes in a resort setting.

- Ability to work with land developers, property owners, and the general public with tact and diplomacy, often in stressful situations.
- Must possess excellent research and report presentation skills, strong written and verbal communication skills.

SUPERVISORY CONTROLS
This position works under the general supervision of the Community Development Director. Work is generally performed independently in accordance with established regulations and reviewed through reports and an evaluation of results achieved.

This position is responsible for managing and supervising employees within the Building Department, including the Building Inspector.

MINIMUM QUALIFICATIONS

Education:
- High School Diploma or GED required
- Bachelor’s Degree with an emphasis in Construction Management, Construction Technology, Engineering, Public Administration or a related field of study preferred

Experience:
- Minimum of four years as a building inspector
- General knowledge of municipal planning and building processes is desired

Certification:
- ICC certified building plans examiner
- ICC certified building inspector
- ICC certified plumbing or mechanical inspector
- ICC certified building official (or ability to obtain within two years of hire)

General:
- Valid State Driver’s License
- Satisfactory Motor Vehicle Record (MVR)
- Equivalent combination of education and experience may be acceptable.

GUIDELINES AND SCOPE
All federal, state, and local laws. Work requires discretion and judgment in interpreting Town policies, laws, and ordinances and analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

CONTACT
General Public, Coworkers, Law Enforcement Officers, Government Officials. Identifying and initiating policies, procedures, guidelines, and regulations that best protect the health, safety and welfare of the citizens and guests of Winter Park, Fraser and Granby.
## PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

### Frequency Guide

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Revised October 2015