



**CAMPBELL COUNTY  
GILLETTE, WYOMING**

**Job Classification Title:  
Building Code Official**

FLSA Status: <b>Exempt</b>	Job Type: <b>380</b>	Pay Range/Band: <b>76/32</b>
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or department.*

**DEFINITION**

To plan, direct, manage, and oversee the activities and operations of the Building Division of Public Works; to supervise assigned staff; and to perform technical and administrative building permitting, and review inspections to ensure compliance with Wyoming State Statutes, Campbell County Chapter 4 Rules Regulating Construction, International Code Council (ICC), and the Department of Public Works internal directives.

**SUPERVISION RECEIVED AND EXERCISED**

Exercise direct supervision over assigned staff.  
Receive administrative direction from the Public Works Director.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*Important and essential duties may include, but are not limited to, the following:*

1. Assume full management and leadership responsibility for all Division services, assigned staff, and activities including building permits and building inspections.
2. Implementation of division goals, objectives, policies, and priorities; recommend appropriate service and staffing levels.
3. Provide the Public Works Director with regular status reports; attend Board meetings as required.
4. Continuously monitor efficiency and effectiveness of division service; monitor work load, identify opportunities for improvement; and make recommendations for improvement.
5. Work cooperatively with other agencies, staff, and public to effectively achieve goals.
6. Assist with the selection and evaluation of department personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures; assign tasks, projects and monitor personnel.
7. Coordinate division activities with those of other departments and divisions, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
8. Assist with preparation of Division budget.
9. Perform administration of Division budget.
10. Recommend scheduling of division equipment purchase and replacement.
11. Respond to and resolve difficult and sensitive inquiries and complaints.
12. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.
13. Recommend and implement applicable County regulations.
14. Adhere to safe work practices and procedures.
15. Attend and participate in staff meetings, professional group meetings, and related activities; attend workshops, conferences and classes to increase professional knowledge; serve on committees as assigned; stay abreast of new trends and innovations in the fields of building codes, building inspections, and plan review.
16. Act as the Fire Code Official for Campbell County.

## **OTHER JOB-RELATED DUTIES**

Perform related duties and responsibilities as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services, and activities of County building inspection programs
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practices of supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes and regulations
- Modern office procedures, methods, and equipment
- Principles and procedures of record keeping and reporting
- Principles and practices of working safely

### **Skill to:**

- Operate modern office equipment
- Operate a motor vehicle safely

### **Ability to:**

- Provide administrative and professional leadership and direction for staff
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient building inspections
- Plan, organize, direct, and coordinate the work of personnel; delegate authority as required.
- Select, supervise, train and evaluate staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Oversee and prepare clear and concise administrative and financial reports
- Interpret and apply Federal, State, and local building inspection policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies
- Interpret and explain Division and County policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Deal effectively with sensitive and difficult situations
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Establish, maintain, and foster positive and harmonious working relationships with internal and external customers

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

### **Experience:**

- Seven years minimum experience in building, electrical, plumbing, and/or small wastewater permitting, inspection or construction with responsible management and supervisory experience

### **Education/Training:**

- Equivalent to associate degree in Business/Public Administration or related field

## **LICENSE, CERTIFICATES OR REGISTRATION:**

Must hold the following certifications, or any combination or equivalent experience, at the time of hire:

- ICC Commercial Plans Examiner
- ICC Commercial Building Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Mechanical Inspector
- Valid driver's license

Must be current or obtain the following certifications within a specified time frame as defined upon employment:

- ICC Certified Building Official (CBO)

**WORKING CONDITIONS:**

*Essential duties require the following:*


**Working Environment:**

- Moderate exposure to undesirable working conditions such as extreme cold, heat, noise and weather

**Physical Activities:**

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body, and lifting an average of 25 lbs.; travel to different sites and locations

*These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.  
Campbell County is an Equal Opportunity Employer.*

Original Effective Date:	06/16/2009
Last Revision Date:	
Approval:	
	02/28/2019
Signature	Date