Position Title: Building Official

Position Summary: The Building Official shall serve as the City's chief inspector, plans examiner, zoning enforcement officer, floodplain administrator, and code enforcement officer. The Building Official directs, coordinates, and manages the activities and operations of the Building Division including plan review, issuance of permits, building inspections of all aspects of residential and commercial construction (with the exception of electrical permits and inspections which are issued by St. Louis County), code enforcement including investigation of general citizen complaints, zoning code enforcement, and other duties as assigned.

Supervisory Responsibility: The Building Official supervises the personnel within the Building Division which currently includes (1) Building Inspector and (1) Building Clerk. The Building Official works with the City Planning Consultant.

Reports To: The Director of Public Works

Duties and responsibilities include, but are not limited to:

Manage and oversee all building permit and plan review activities, including: review and approve construction and demolition plans for residential and commercial construction (with the exception of electrical); verifying compliance with local and national building codes, zoning compliance, and other local requirements such as flood plain, land disturbance, grading, stream buffer; provide information and clarification regarding local and national building codes, laws and regulations; participation in the inspection of structures damaged by fire or other disasters, makes decisions on disposition, and prepares reports for record.

Monitors changes in the standard building codes and recommends their adoption; enforces established ordinances and recommends changes to City ordinances related to building codes and code enforcement. Stays apprised of new trends and innovations in the field of building codes and inspection.

Develops and maintains effective communication and strong connections with Ladue residents and elected officials, business owners, Building Division staff, and the community at large.

Serve as Floodplain Administrator for the City.

Serve as staff liaison to Zoning Board of Adjustment (ZBA); attends monthly ZBA meetings, coordinates all aspects of ZBA including public notices, agendas, staff report, communication with ZBA members, compilation of materials for meeting, meeting minutes, etc.

Serves as staff liaison to Architectural Review Board (ARB); attends bi-weekly meetings, coordinates and communicates with ARB members.

Prepares and maintains records, reports and statistics relating to code enforcement within the City.

Supervises building inspector and building clerk including ensuring personnel obtains necessary training to ensure effective operations.

Ensures that the department is adequately staffed at all times, including scheduling personnel.

Interviews and identifies eligible candidates for appointment to and promotions within the Building Division.

Submits Building Division's budget to Director of Public Works. Monitors Building Division's Expenditures to ensure adherence to purchasing regulations.

Attends monthly Ladue City Council meetings and presents monthly building reports to Ladue City Council.

Assist the Director of Public Works as needed and directed on other duties or special projects.

Periodically attends Mayoral monthly staff meetings, as needed.

Delegates authority, when appropriate, to achieve goals, objectives and develop priorities.

Develops, recommends and enforces division's policies and procedures necessary for superior and efficient department operations.

Required Education, Training and Experience

High school education or equivalent and Technical expertise in engineering principles and practices as normally acquired by obtaining a Bachelor of Science in Engineering, Architecture, Construction Management or related field or Associates Degree combined with equivalent relevant experience.

Minimum of 5 years extensive experience or equivalent as a Building Official, architect, engineer, building inspection, contractor or superintendent of construction or any combination of these, three years of which shall have been supervisory experience.

Completion of the ICC Certifications as Certified Building Official, Plans Examiner, and at least two inspection certifications strongly desired.

Must have and maintain a valid Missouri driver's license.

Physical Demands:

Hearing, seeing, speaking.

Walking, standing, bending, stooping, kneeling, reaching above shoulder level, crouching and/or crawling. Can expect to be called at any time regardless of time or weather conditions. Position could involve being around moving machinery, could require wearing personal protective equipment.

Mental Demands:

Having contact with customers: residents, business owners, contractors, developers, engineers, architects, realtors regarding permits, zoning, code compliance, and other aspects of the Building Division.

Ability to make decisions under pressure.

Communicate verbally and in writing to peers and customers.

Desirable Knowledge and Skills:

Thorough knowledge of current International Building, Residential, Plumbing, Mechanical, Property Maintenance Codes, and other applicable codes to residential and commercial construction.

Considerable knowledge of the City of Ladue Zoning Ordinance and other city ordinances related to building and construction.

Ability to read construction plans and other technical drawings and specifications.

Ability to interpret codes and their intentions.

Ability to objectively enforce regulations with consistency, firmness, impartiality and tact.

Ability to train and assist the inspector in inspections and enforcement of the Codes.

Ability to perform Plan Review for both residential and commercial construction projects.

Ability to establish effective working relationships with developers, property owners, contractors, engineers, architects, city employees, and the general public and enjoys interacting with people.

Ability to communicate effectively in oral and written form.