

NOTICE OF JOB POSITION CHIEF BUILDING CODE OFFICIAL

POSITION: Chief Building Code Official – Reports to Administrator

MINIMUM QUALIFICATIONS: Building Code Official certification and bachelor's Degree or a minimum of 7 years of governmental experience

JOB REQUIREMENTS: Thorough knowledge of the uniform codes affecting building inspection, construction methods, safety standards, basic knowledge of application of data processing to building inspection operations, skills in public speaking and interpersonal relations with the public

SALARY: \$70,000 and up, depending on experience

JOB DUTIES:

1. Direct the activities of the permit department.
2. Responsible for enforcement, interpretation, and implementation of the Parish's building codes.
3. Manage the building inspection functions related to structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
4. Review plans and specifications related to electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
5. Inspects and directs inspections for structural, plumbing, electrical and mechanical standards for compliance with the uniform building codes and energy regulations.
6. Reviews, prepares, and maintains a variety of reports, logs, and/or other related documentation related to inspection results, complaint resolutions, and/or other related issues.
7. Monitors and maintains inventory including code books, tags, and training materials; requisitions supplies when levels are low.
8. Acts as staff expert for the Building Appeals Board and the public.
9. Represent the parish at judicial proceedings for building inspections.
10. Determines occupancy classification of buildings.
11. Issue Certificates of Occupancy.
12. Interprets building codes and makes final professional and technical determinates in difficult cases for building permit issuance and code enforcement.
13. Any other duties as required by the Administrator.

EDUCATION/CERTIFICATION: Certified Building Code Official

Please Mail Resumes Or Questions To:

Cameron Parish Police Jury
Attn: Trudi Dewey, Human Resource Director
P O Box 1280
Cameron, LA 70631

Email Resumes Or Questions To:

Trudi Dewey, Human Resource Director
at hrdirector@cameronpj.org