

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB449 Building Services Director
POSITION #/TITLE: 2551 Building Services Director	Adopted: 01-09
	Revised: 05-14

POSITION DESCRIPTION

Dept: Building Services Department	Manager Level: Director
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2481/NB391/Assistant City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Under general policy direction from the Assistant City Manager, directs the City's Building Services Department, including Building, Electrical, Mechanical, Plumbing, Nuisance, Housing, Plan Review services and Zoning. Serves as the Building Code Official for the City of Cedar Rapids.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all Building Services Department employees, including four separate divisions (Building trades, Nuisance, Housing and Zoning).

Examples of Essential Work (Illustrative Only)

Responsible for the overall management, supervision and operation of the Building Services Department;
Serves as the Building Code Official for the City;
As Building Code Official, administers and interprets trade codes, using technical experience and knowledge (building, mechanical, electrical and plumbing), housing, nuisance and zoning codes and related municipal ordinances, in the interest of public safety;
As Building Code Official, evaluates and provides final determinations and direction as it relates to the interpretations made by Plans Examiner and Plans Examiner Coordinator;
Provides technical expertise, data, reports and presentations to the City Manager and Council for building, housing and zoning jurisdictional concerns, includes updating, interpretation, and adoption of codes and ordinances;
Implements and monitors long term plans, goals and objectives focused on achieving the City's vision and Council priorities;
Provides effective direction and leadership, positioning the Building Services Division to meet the community's current and future building and zoning needs;
Plans, organizes and manages the City's Building program, Zoning program, Housing program, Nuisance program and Trade program;
Directs the strategic planning, policy development and data collection and reporting activities of the department;
Acts as the primary Department liaison for reporting to Council Public Safety Committees;

Manages the Building Board of Appeals, Mechanical Board of Appeals, Plumbing Board of Appeals, Electrical Board of Appeals, Housing Board of Appeals;
Coordinates the administrative actions of the Zoning Board of Adjustment and Nuisance Hearing Examiner;
Coordinates with the Board's of Appeals on the submission of the latest codes and standards to City Council;
Develops and administers the Departmental budget;
Coordinates with Insurance Service Organization (ISO) to strive to maintain current rating;
Directs on-site code compliance inspections for new and existing commercial and residential building projects;
Evaluates the need for ordinance changes and provides research to support such decisions;
Develops public information and education programs, provides technical assistance for other City Departments and Community agencies;
Serves as Department spokesperson and news media liaison;
Conducts timely performance reviews and monitors performance and staffing needs;
Develops and delivers presentations and attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of local, state, and national building and housing laws, codes and ordinances and their administration;
Comprehensive knowledge of building materials, methods and practices;
Comprehensive knowledge of the principles and practices of local, state, and national laws, codes and ordinances and their administration for areas in which the Building Services Division is responsible, including building (building, electrical, mechanical, plumbing) and zoning;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to plan, organize and manage building and zoning enforcement;
Ability to communicate effectively and maintain working relationships with elected officials, developers, contractors, engineers, trade professionals, and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports based on findings, conclusions and recommendations containing building and zoning financial and regulatory terminology;
Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
Ability to perform a wide variety of assigned tasks with accuracy and speed under the pressure of time-sensitive deadlines;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Construction Management, Industrial Technology, Structural Engineering, Architecture or other related field; and
Extensive experience in building/code enforcement program administration; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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Certified Building Code Official by the International Code Council upon appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to operate equipment and tools;

Sufficient manual dexterity which permits the employee to operate equipment;

Sufficient personal mobility which permits the employee to inspect housing and construction projects.