



Chief Building Official City of San Marcos, TX



Job Description:

Plans, coordinates, and manages the operations and activities of the City's Building Inspection Division; serves as the Division's chief plan reviewer; evaluates construction plans/specifications for regulatory compliance; responds to public inquiries regarding the building permit process and related requirements; provides staff support to the Construction Board of Adjustments and Appeals; and supervises assigned personnel.

Essential Functions:

1. Oversees and coordinates the Division's daily operations including inspections/field activities, building permit processing, office administration, and budget management.
2. Communicates with contractors, architects, and the public regarding building permit applications and requirements for proposed construction projects.
3. Conducts a variety of staffing and personnel functions:
 - Hires, trains, supervises, and evaluates the performance of assigned personnel.
 - Provides technical guidance and assistance to building inspectors and permit technician.
 - Organizes continuing education for staff in accordance with certification requirements.
4. Reviews and approves constructions plans and specifications; monitors for compliance with applicable building codes and regulations.
5. Performs inspections of residential and commercial sites.
6. Investigates code complaints; facilitates the timely and effective resolution of code violations.
7. Conducts investigations in relation to unsafe housing; prepares related reports and condemnation letters.
8. Miscellaneous:
 - Provides staff support and assistance to the Construction Board of Adjustments and Appeals.
 - Oversees and provides continuing education pertaining to external contractor licensing.
 - Serves as Emergency Response team member.
 - Performs other related duties as assigned or required.

Reading, Writing and Math: Must be able to interpret and apply various codes and regulations pertaining to building safety; must have the ability to review/prepare budgets and inspection records and documentation.

Interpersonal Skills: Effective verbal and written communication skills are required; must be able to maintain positive working relationships with City departments and personnel, outside agencies, contractors, and the general public.

Supervisory Responsibilities:

Hires, trains, supervises, and evaluates the performance of assigned personnel.

Managerial Responsibilities:

Manages assigned budget, Manages inspection personnel

Minimum Requirements:

- Bachelor's Degree in Construction Management, Structural Engineering, or related field is preferred.
- Five (5) years experience overseeing combination building inspection operations is required.
- Certification as a Certified Building Official issued by the International Code Council (ICC), State of Texas Plumbing Inspector's License, ICC Energy Compliance Inspection Certification, ICC Plan Review Certification, and State Accessibility registration are required.
- Knowledge of electronic field inspections and computer software skills are required.
- Must possess a valid Texas Driver's License with an acceptable driving record.

How to Apply:

Interested applicants should forward a cover letter and resume to: resumes@affionpublic.com ; Reference: SMCBO

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