



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Building Official
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory
CLASSIFICATION/GRADE.....:	Building Official/213
REVISED.....:	3/2017
REPORTS TO.....:	Assistant Director
REVIEWED.....:	9/0217
WAGES.....:	Salary

SUMMARY:

The position of Building Official has been created to meet the need for professionally qualified technical management, contributing to the coordinated administration and enforcement of construction law as it relates to all construction activity throughout the Parish, which is a consolidated government structure serving all cities, towns and areas within its boundaries.

The Building Official is designated, by ordinance adopting the Parish Consolidated Building Code, as sole authority for interpretive and technical matters controlled by that Code. The Building Official is required to maintain high level professional standards, both personally, and among plan review and inspection staff, operating within wide discretionary powers established by the Parish and State building codes

BASIC FUNCTIONS:

1. Supervises Plans Examiners, and inspectors; and works closely with the Assistant Director, Permits Specialist, Administrative Coordinator II, and Permit admin/clerical staff to ensure that effective and efficient services are provided to all internal and external users.
2. As the most senior building code enforcement official of the parish, the Building Official represents the parish with the State Building Code Council, various State/federal level regulatory and professional bodies; and, as approved by the Director on a case to case basis, with the media.
3. Exercises, on behalf of the parish and within the limits of parish policies, discretionary and police powers as assigned under the Terrebonne Parish Consolidated Building Code: primarily defined under Section 104 of that code (attached), but also as contained in other sections of that code and the Louisiana State Uniform Construction Code.
4. Must be acceptable, within the courts system, to be classified as an expert witness in litigation matters relative to building code enforcement matters.
5. Provides technical advice and assistance to ensure that Hazard Mitigation Grant Program and Community Development Block Grant post disaster recovery programs applications/projects are compliant with all aspects of construction law.
6. Performs other related duties as from time to time assigned; and participates in post disaster damage assessment and recovery efforts as needed.

OTHER REQUIREMENTS:

1. Professional level experience as a Building Code Enforcement Official, with a minimum of 5 years experience as a jurisdictional building official; or 10 years combined experience as a jurisdictional building official, plans examiner and/or combination building inspector; or a combined period of 6 years of such experience plus a bachelors degree in Construction Management
2. Must be certified / Registered as a building official with the State of Louisiana (or holding all requirements for immediate certification/registration),
3. Excellent communications and managerial skills relative to the development and motivation of a team of skilled and experienced technical professionals.
4. Must be have the ability to team with others to build and maintain an effective public outreach program the keep the public informed on all aspects of legal requirements designed to protect and serve the public safety needs of the community within it built environment.
5. Demonstrable experience in project management, data analysis, and the authoring of technical reports and advisory documents will be important.

EDUCATION/EXPERIENCE:

1. Bachelor of Science Degree in Construction Management or equivalent field of study, or professionally qualified in Public Administration with jurisdictional building code enforcement experience.
2. Must hold ICC professional certification as a Building Official and be registered as such with (or able to immediately register with) the State of Louisiana.
3. Significant management and supervisory experience, with strong verbal and written communication skills.