

City of Sallisaw Job Description

Job Title: Building Development Director

Exempt (Y/N): Yes
Date: October 2006

Department: Building Development
Reports To: City Manager

SUMMARY

The incumbent manages the operations of the Building Development Department. Serves as special project office for certain capital construction projects, as assigned by the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Responsible for department administration of the budget.
2. Plans and organizes department operations.
3. Administration zoning regulations, subdivision regulations, building code, residential building code, plumbing code, electrical code, fire code, life safety code, property maintenance code, flood plain administration, land use, property maintenance, fuel gas code, ADA codes and all referenced codes within these documents.
4. Reviews and issues building permits; administers zoning and variance requests.
5. Confer with developers, architects, engineers, land surveyors and others regarding building code and ordinance requirements.
6. Provides code interpretations as the Code Official pertaining to associated code(s).
7. Coordinates and Develops plans, specifications and administration of certain City construction projects.
8. City staff member and staff administrative support for the Planning Commission, Board of Adjustment, Airport Zoning Board, and Local Planning Advisory Committee
9. Coordinates activities with other departments and agencies and organizations; prepare staff reports and other necessary communications. Participates in brainstorming and professional group meeting and sessions with senior staff on issues that may be outside area of direct supervision.
10. Responds to resolve public inquiry of building, floodplain and zoning complaints from both internal and external sources.
11. Conduct subdivision plan review for compliance with City and State permitting process prior to implementation.
12. Conducts public works inspections for compliance with subdivision regulations, ODEQ permit requirements, OWRB water quality and ADA compliance.
13. Work with various State of Oklahoma Agencies, (ODOT, Department of Labor, State Fire Marshall's, etc.) to ensure compliance with these agencies.
14. Stays abreast of new trends and innovations in the field of planning, development, construction services, code and environmental health and floodplain issues.
15. Attends monthly meetings of the City Council, Planning Commission and all other associated Boards assigned too.

- 16 Direct and participate in the implementation of the mapping of City Streets, waterlines, sewer lines, electric lines, telecommunications, easements, plats and City property of record.
17. Coordinates development of the City 911 maps and works in conjunction with County 911 officials.
18. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises department employees. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing potential new hires; training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining department employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and five years related experience and/or training; two (2) years supervisory experience or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups, managers, clients, boards and customers, as well as the general public.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts of considerable importance within the department or office, such as those required in coordination of efforts, or frequent contacts with other departments or offices, generally in course of performing duties. Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICNESES, REGISTRATIONS

Must have plumbing, electrical and building inspectors license. Certification in building, plumbing, mechanical and electrical with international code council.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. On a frequent basis, the employee must have the ability to sit, stand and walk; use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision and the ability to adjust focus.


WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions. The incumbent may work in high precarious places, near moving mechanical parts. Employee may be at risk of electrical shock. The incumbent may be exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of the City of Sallisaw, Oklahoma.

Approved:  Date: 11/25/14
City Manager

Modified: 10/11/06, 11/25/2014