

JOB ANNOUNCEMENT: Chief Building Official



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POSITION OPENING:	26.12	Post Dates:	Open Until Filled
Classification Title:	Chief Building Official I		
Salary Range:	\$80,546 - \$123,600	Pay is based on experience	
Location:	Community Development	Page 1	
Term of Appointment:	Regular/Full-time		
Probationary Period:	One (1) Year		

Job Summary

The City Building Official serves as the City's Chief Building Official and is responsible for administering and enforcing City of Perry and State of Georgia codes governing the construction, use, and occupancy of buildings and structures. This position directs the Building Codes Division within the Department of Community Development and oversees inspections of residential, commercial, industrial, and other structures during and after construction to ensure compliance with applicable codes and regulations. The position also performs related administrative, supervisory, and technical duties as required.

Essential Tasks. Other duties may be required and assigned.

- Plans, manages, and oversees the daily operations of the Building Division, including building inspections, plan reviews, permit processing, and code enforcement activities
- Administers and enforces adopted building, construction, and property maintenance codes in accordance with City and State regulations
- Develops, manages, and monitors the Building Division budget, including expenditures, forecasting, and ensuring fiscal responsibility and compliance with City policies
- Supervises, directs, and evaluates Building Division staff, including Code Enforcement personnel, consultants, and contract employees
- Assigns work, monitors progress, and reviews completed work for accuracy, completeness, and compliance with established standards
- Manages staffing needs, including participating in recruitment, recommending hires, addressing employee concerns, and recommending disciplinary actions when necessary
- Provides training, guidance, and professional development opportunities to staff to ensure high performance and regulatory compliance
- Performs data management functions, including maintaining records, analyzing trends, and preparing reports related to permits, inspections, and code enforcement activities
- Serves as liaison to the Board of Adjustments and Appeals, providing technical expertise, reports, and recommendations as needed

Knowledge, Skills, & Abilities Required

- Knowledge of municipal building department administration and job functions of each position/building construction trade.
- Knowledge of the International Code Council codes and Georgia amendments required to be enforced by the Georgia Department of Community Affairs, other permissive codes adopted by the City of Perry, and

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- local regulations that govern the use and enforcement of the codes.
- Knowledge of permitting and data systems used by the City and the ability to create and modify processes when necessary.
 - Ability to analyze and evaluate project drawings and specifications.
 - Ability to interpret, apply, and enforce applicable laws, codes, rules, policies, regulations, and design standards.
 - Ability to effectively process and prioritize multiple projects and comply with mandated timelines.
 - Ability to communicate with customers on various levels and manage situations that are often unique where precedents and/or prescribed solutions do not exist.
 - Demonstrate a high level of creative thinking, complex analysis and reasoning to develop innovative program or production concepts, techniques or procedures.

Reports to:

Director of Community Development

Physical Demands and Work Environment

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.

Work is performed primarily in a combination of office and field environments, with frequent travel to inspection sites, meetings, and training. The position requires prolonged sitting, as well as frequent use of hands and fingers to operate computers and office equipment, and the ability to communicate effectively. Occasional physical activity includes standing, walking, reaching, stooping, climbing ladders, and lifting or moving items up to 30 pounds (occasionally up to 50 pounds).

Field work involves exposure to outdoor conditions, including extreme temperatures, inclement weather, dust, dampness, and unsanitary environments. The employee may be exposed to construction-related hazards, traffic, loud noise, and potential risks associated with utilities and equipment. Duties may require climbing, crawling, kneeling, crouching, and working around active construction sites. Use of appropriate personal protective equipment (PPE) is required in accordance with safety regulations.

Minimum Qualifications

- Bachelor's Degree or equivalent in Architecture, Building Sciences, Construction Management, or similar degree, and four years of experience as an architect, engineer, building contractor, or building inspector with at least two years of supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Must hold or be able to obtain the International Code Council (ICC) Building Official Certification within 12 months of hire. Must maintain the required continuing education units as directed by the State of Georgia to remain certified as a Building Official.
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.