



## COUNTY OF NYE

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### **CLASS TITLE:   MANAGER OF BUILDING SAFETY AND CODE COMPLIANCE**

#### **BASIC FUNCTION:**

Under direction from the Planning Director, the Manager of Building Safety and Code Compliance exercises direct supervision over contractors, supervisory, technical and clerical staff. Supervises, plans and coordinates the operations of the Building Safety and Code Compliance Division of the Planning Department and provides related assistance to the Planning Director.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Responsible for over-site of the County's professional building construction and code compliance programs.
2. Assumes the functions of the Code Enforcement Administrator overseeing the enforcement of County Codes pursuant to NRS 171.17751.
3. Assumes the functions of Administrative Building Official pursuant to NRS 278.570.1, but does not review building plans or inspect any portion of a structure.
4. Participates in the organization, staffing, and operational activities of the Building Safety Division, including over-site of contractors, and coordinates service levels with other departments which provide service, including Planning & Zoning, Public Works, etc.
5. Coordinates the development and implementation of goals, objectives, policies and priorities for code enforcement activities, identifies resource needs, recommends and implements policies and procedures.
6. Participates in selecting and evaluating building safety contractors; provides and coordinates staff training; works with employees to correct deficiencies, and recommends discipline..
7. Identifies opportunities for improving service delivery methods and procedures, reviews with the Planning Director and contractors and implements improvement measures.
8. Participates in the development and administration of the budget; forecasts additional funds needed for staffing, consultants, equipment, materials and supplies; approves and monitors expenditures and recommends adjustments as necessary.
9. Coordinates code enforcement with other divisions/departments, outside agencies and organizations.

10. Provides staff assistance to the Planning Director, the Board of Building Safety Appeals and Planning Commission.
11. Prepares and presents staff reports and other necessary correspondence.
12. Interprets and explains County regulations, policies and procedures to developers, engineers, architects and members of the general public, but does not interpret building and other construction codes.
13. Attends and participates in professional group meetings including but not limited to International Conference of Building Officials, Builders Associations and General Contractors.
14. Oversees and evaluates the work of outside consulting services.
15. In consultation with qualified consultants prepares new and revised codes and ordinances for consideration by the County.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Equivalent to an Associates of Arts Degree in construction technology, public or business administration or related field and code enforcement experience, including three years in a supervisory capacity.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge and skill in administrative duties, including developing budgets, and coordinating functions for multiple governmental agencies. Must also possess knowledge of operational characteristics, service and activities of a building safety program, principals and practices of code enforcement, and pertinent Federal, State and local laws, codes and regulations. The ability to communicate clearly, establish and maintain cooperative working relationships, and prepare clear and concise reports also required.

#### **LICENSES:**

Valid Nevada Driver's License.

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Minimum of three years supervisory experience.

#### **CONTACTS:**

Co-workers, other department personnel, public, contractors, other county, state and federal agencies.

#### **PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.

3	Mgt Grade 21 FLSA Status - Exempt	2/6/07
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