



Certified Building Official

Job Details

Job Location: City of Holbrook, AZ	Position Type: Full-Time
Education Level: High School - GED	Salary Range: \$55,494-\$74,634
Job Shift: Day	Travel Percentage: Negligible
FLSA Status: Non-Exempt	Job Category: Community Development

Description

Job Summary

Under the general direction of the Community Development Director, performs highly responsible professional, technical, and administrative work in the enforcement and administration of adopted building, residential, plumbing, mechanical, electrical, property maintenance, zoning, floodplain, and related municipal codes. Serves as the City's designated Certified Building Official and Code Enforcement Officer.

This position is responsible for building permit administration, plan review, inspections, code enforcement, development review, contractor relations, regulatory compliance, and ensuring the health, safety, and welfare of the community through effective application and enforcement of federal, state, and local laws, ordinances, regulations, and building codes. Attends and presents information to City Council, Planning and Zoning Commission, and other public bodies as assigned. Duties reflect responsibilities commonly found in Arizona municipal Building Official positions.

Essential Job Functions

The following duties are examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change, or rescind work assignments as needed. Some specific duties and responsibilities include:



Administration and Building Official Responsibilities

- Serve as the City's designated Certified Building Official.
- Administer and enforce all adopted building, residential, mechanical, plumbing, electrical, energy, accessibility, property maintenance, and related codes.
- Review, interpret, and apply federal, state, county, and municipal regulations pertaining to construction and development.
- Develop and recommend amendments to building and development-related ordinances, policies, and procedures.
- Maintain accurate permit, inspection, enforcement, and development records.
- Prepare reports, correspondence, and recommendations for City administration and elected officials.
- Act as liaison between the City, contractors, architects, engineers, developers, business owners, residents, Navajo County, State of Arizona agencies, and federal agencies.

Permit and Plan Review

- Review residential, commercial, industrial, and public construction plans for compliance with adopted codes and municipal regulations.
- Review permit applications and supporting technical documents.
- Calculate, assess, and verify permit, review, and inspection fees.
- Review subdivision and development proposals for code compliance.
- Coordinate plan review activities with outside agencies and consultants as necessary.
- Approve, deny, or require modification of plans and permit applications based on applicable standards.

Inspection Responsibilities

- Conduct field inspections of residential, commercial, industrial, public facilities, manufactured homes, RV developments, and related structures.
- Inspect foundations, framing, electrical, plumbing, mechanical, structural, accessibility, and life safety components.
- Verify work is performed in accordance with approved plans and adopted codes.
- Investigate complaints involving unsafe structures, code violations, nuisance conditions, and building safety concerns.
- Determine occupancy readiness and issue Certificates of Occupancy and related approvals.

Code Enforcement

- Serve as the City's primary Code Enforcement Officer.
- Investigate complaints and alleged violations involving property maintenance, nuisances, abandoned structures, zoning violations, signage, health and safety concerns, and related matters.
- Issue notices of violation, correction notices, citations, stop-work orders, and other enforcement actions as authorized.



- Conduct follow-up inspections to ensure compliance.
- Prepare cases and provide testimony before administrative boards, hearing officers, and courts when necessary.

Floodplain Administration

- Administer and enforce floodplain management regulations.
- Review developments within flood hazard areas for compliance with applicable federal and state regulations.
- Coordinate with FEMA, state agencies, and other regulatory entities as necessary.

Public Service and Development Review

- Meet with contractors, architects, engineers, designers, developers, and property owners to discuss code requirements and project compliance.
- Explain code requirements and development regulations to the public.
- Assist applicants throughout the permitting and development review process.
- Provide technical guidance regarding construction methods, standards, and compliance requirements.

Boards, Commissions, and Council Support

- Present reports and recommendations to the Planning and Zoning Commission.
- Attend and present at Board of Adjustment meetings.
- Attend City Council meetings as required.
- Provide technical expertise during public hearings and development reviews.

Additional Duties

- Perform structural assessments of damaged, unsafe, or potentially condemned buildings.
- Assist with historic downtown redevelopment projects.
- Participate in emergency response activities when necessary.
- Perform other related duties as assigned by the Community Development Director or City Manager.

Supervisory Responsibility

- Receives direction from the Community Development Director.

MINIMUM QUALIFICATIONS

Education

High School Diploma or GED required.

Associate's Degree or higher in Construction Management, Building Technology, Engineering Technology, Architecture, Planning, Public Administration, or a closely related field is preferred.



Experience

- Minimum five (5) years of progressively responsible experience in building inspection, plan review, construction management, code enforcement, or related construction trades.
- Minimum two (2) years of supervisory, lead worker, project management, or administrative responsibility in construction, inspection, or code compliance activities.

Equivalent combinations of education, training, and experience may be considered if they provide the required knowledge, skills, and abilities.

REQUIRED CERTIFICATIONS

Applicants must possess and maintain the following at the time of appointment:

- International Code Council (ICC) Certified Building Official (CBO)
- Valid Arizona Driver's License

Additional ICC certifications in residential, commercial, plumbing, mechanical, electrical, property maintenance, plans examination, and combination inspection disciplines are highly desirable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge Of:

- International Building Code (IBC)
- International Residential Code (IRC)
- International Existing Building Code (IEBC)
- International Fire Code as it relates to building construction
- International Mechanical Code
- International Plumbing Code
- International Property Maintenance Code
- National Electrical Code
- Arizona construction and development regulations
- Floodplain management requirements
- Modern construction methods, materials, and practices
- Zoning principles and land use regulations



- Municipal code enforcement practices

Ability To:

- Read and interpret complex plans, specifications, blueprints, surveys, and engineering documents.
- Interpret and enforce technical codes and regulations fairly and consistently.
- Make sound decisions under pressure.
- Prepare clear and concise reports.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with elected officials, contractors, developers, residents, employees, and outside agencies.
- Resolve disputes professionally and diplomatically.
- Conduct inspections safely and accurately.

Position Type/Expected Hours of Work

- This is a full-time position working on a 4/10 schedule.
- Regular organizational business hours: See HR for details of current schedule.

Special Requirements

- Adapt to unique and changing situations.
- Adapt to a fast-paced environment professionally and effectively.
- Adapt to multitasking.

Physical Demands

While performing the duties of this position, the employee is frequently required to:

- Walk on uneven terrain and active construction sites.
- Climb ladders and stairs.
- Bend, stoop, kneel, crawl, and reach.
- Operate a motor vehicle.
- Lift and carry up to 50 pounds.
- Work outdoors in varying weather conditions, including heat, cold, wind, and precipitation.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.



WORK ENVIRONMENT

Work is performed both indoors and outdoors. Duties involve office work, customer service, inspections, site visits, construction environments, public meetings, and occasional exposure to hazardous conditions associated with construction activities.

SELECTION GUIDELINES

Selection may include application review, oral interviews, certification verification, reference checks, background investigation, driving record review, and pre-employment testing as required by City policy.

Compensation & Benefits

Starting Salary Range: \$55,494-\$74,634 annually

- Four-day work week (Monday - Thursday)
- 11 paid holidays annually
- Employee and dependent medical, dental, vision, and life insurance coverage
- Pension and long-term disability through Arizona State Retirement System (ASRS)
- Supplemental benefits available (deferred compensation, additional life insurance)

Application Process

Interested applicants should submit a completed City of Holbrook application <https://drive.google.com/file/d/1P4zqo0MBmxFkyLTaFOITPQbNcwINw4hc/view> along with a cover letter and resume. Application packages may be emailed to the Director of Administration/Human Resources, Misty Hatch, at mhatch@holbrookaz.gov. The position is open until filled. The job posting may be pulled at any time.

The City of Holbrook is an Equal Opportunity Employer

DISCLAIMER

The statements contained in this job description are intended to describe the general nature and level of work performed by an employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. The City of Holbrook reserves the right to modify this job description at any time consistent with business necessity. The job posting may be pulled at any time.