



City of Weirton

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<i>Job Title</i>	<i>Code Official</i>
<i>Reports To</i>	<i>Director of Planning and Development</i>
<i>Salary</i>	<i>Salary is \$63,798 - \$74,000, based on relevant work experience and certifications/licenses</i>

Job Purpose

Responsible for managing the day-to-day operations of the Inspections Department, City-wide plan review and inspections to assure compliance with the State of West Virginia and City of Weirton Building and Property Maintenance Codes, as well as for enforcement of the City of Weirton's Codified Ordinances.

Duties and Responsibilities – Not All Inclusive

- Perform or arrange for plan reviews to ensure compliance with the applicable building code.
- Supervise the inspection of and reporting on construction work relative to compliance with the applicable building codes.
- Supervise the inspection of and reporting on construction work relative to compliance with the applicable property maintenance code.
- Personally communicate with and/or prepare correspondence to property owners and/or contractors explaining violations of City Codes, time frames for correction, with follow up to assure compliance.
- Make appropriate referrals to the City's Building Enforcement Agency regarding structures suitable for demolition.
- Prosecute violations and seek appropriate Municipal Court orders for violations of City Codes and Ordinances.
- Recommend new code sections and ordinances to improve department enforcement activities.
- Supervise and/or plan major maintenance of the City Building and other properties.
- Sampling and arranging for asbestos testing for City demolition and renovation projects.
- Maintain necessary state licensing for asbestos inspections.
- Serve as staff for the Building Enforcement Agency, International Property Maintenance Code and International Building Code Appeals Boards, as needed.
- Attend and provide departmental reports/information for City Council and other relevant meetings.
- Attend and provide expertise for developers/builders at pre-construction/construction meetings.
- Maintain Inspections Department records and create a process for complaints filed, investigations done, and complaint resolutions.
- Maintain Inspections Department records and create a process for all permit requests filed, permits issued, and projects completed.
- Supervise the issuance and renewal of business licenses for all businesses within the City.
- Supervise the issuance and renewal of rental occupancy certificates within the City.

Qualifications

- A high school diploma with 10 yrs. of construction, municipal code inspection, or engineering experience.
- The ability to read and understand blueprints, eligibly drive a city vehicle, as well as physical ability to navigate construction sites and climb a ladder.
- Must have or be able to obtain licensing from the State Fire Marshal's office as a code official and building inspector or be a licensed architect or professional engineer.

Working Conditions

- Work is performed in both indoor and outdoor environments.
- May be required to travel uneven terrain, work in trenches, climb ladders, and walk on steep slope roofs.
- May be exposed to extreme weather conditions, hazardous chemicals and heavy machinery.
- Job site exposure to dust, extreme hot or cold temperatures, noise, and other inclement weather in construction zones with occasional exposure to hazardous work conditions.
- Candidate must have the stamina to work long hours, if assigned, and be willing to work an irregular schedule, including early morning or evening meetings after a full work day, if necessary.

Physical Requirements

- Candidate must have the mobility to visit job sites on a regular basis.
- Ability to stand for extended periods, walk, sit, climb, balance, stoop, kneel, crouch, crawl, reach and grasp.
- Capability to move about construction or work sites under adverse field conditions.
- Capability to access and enter confined spaces such as attics, basements, garages, structures, and crawl spaces.
- Physical exertion is required in this position. Must be able to often lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds or other like physical demands from time to time.

Other Requirements

- Must possess valid driver’s license.
- Possible extended hours.
- Must pass physical examination, including drug and alcohol screening.

Direct Reports

- Building Inspectors I and II
- Environmental Control Officers
- Administrative Assistants and Secretaries to the department
- Rental Registration Program/Business License Administration

Approved By	Mike Adams
Last Ordinance Updating the Salary	2172
Date Last Salary Ordinance Approved	12/13/2021
Date Job Description Reviewed and Approved	4/15/2024

Ideally, a job description should be reviewed annually and updated as often as necessary.

This job description is to serve as a guide to the duties of the specific employment position within the City of Weirton as items may occasionally be required from the supervisor of whom the position directly reports to.