

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	Director of <u>Building Development Services</u>
Sch.& Grade	<u>DHS-14 (Unclassified)</u>
Class Code	<u>AA10</u>
Bargain Unit Elig.	<u>Not Eligible</u>
FLSA Status	<u>Exempt</u>
Occupational Group	<u>Department Head Series</u>

PRIMARY PURPOSE:

To lead, formulate, direct and manage the activities involved in the private development plan review, inspection, and permitting processes for the City of Springfield. Oversees and ensures the enforcement of municipal ordinances and codes for construction and zoning regulations.

SUPERVISION:

Under the general direction and supervision of the Assistant City Manager; supervises professional, technical, and administrative support staff both directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as principal advisor to the City Manager, Assistant City Manager, and other city officials on building development matters for the City.
2. Plans, coordinates, and directs personnel in the activities of the Department of Building Development Services including plan review, inspections, code compliance investigations, and permitting.
3. Develops policies for departmental operations, code enforcement implementation, and development proposal review. Develops long-range strategic planning and works with appropriate staff on implementation plans.
4. Works to resolve problems and conflicts that surface during the development approval process.
5. Oversees the issuance of permits to those firms, contractors and individuals whose projects and plans meet the prescribed standards.
6. Administers the enforcement of the Land Development Code, as it pertains to structures and zoning.
7. Proposes revisions to City building ordinances and codes.
8. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
9. Serves as the City's Building Development Services representative for the Developer Issues Input Group (DIIG) and attends monthly meetings; maintains an active role with the internal One-Stop Shop Committee for purposes of making improvements to the City's development processes.
10. Oversees department record-keeping activities, including assuring compliance with MO statutes for records retention.
11. Serves as Executive Secretary to the Board of Building, Housing and Craft Appeals; the Board of Electrical, Gas, Mechanical and Plumbing Appeals; and the Building Trades Examination and Certification Board.
12. Oversees the departmental budget including planning, preparing and administering.
13. Assumes responsibility for public relations of the department, including maintaining a positive and effective image for the Department and the City.
14. Maintains City standards and procedures relating to personnel and physical facilities.
15. Provides and monitors staff development to insure appropriate succession planning within the Department.

IMPORTANT FUNCTIONS:

1. Attends seminars, workshops, conferences, and other training for professional development purposes.
2. Utilizes computer software applications.
3. Makes periodic field inspections at various construction sites, etc.
4. Develop and maintain working relationships with development professionals at the local, state, and national level and others providing development services for the City of Springfield.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of development plan review and permitting processes; modern principles and practices of design, construction, and scheduling involved in building and related site development projects; applicable regulations, codes and ordinances; modern management principles and techniques; principles and practices of budget preparation and administration.

Abilities

Effectively lead, develop, organize, administer and supervise departmental activities; utilize sound independent judgment in preparing recommendations and formulating policies; understand and interpret building construction plans and specifications; perform a broad range of supervisory responsibilities over others; prepare and present clear and comprehensive written reports; read, understand, apply and comply with codes and ordinances; deal effectively and courteously with associates, a wide variety of outside agencies, contractors, and the general public; follow oral and written instructions; communicate effectively, both verbally and in writing; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Architecture, Civil or Mechanical Engineering, or a related area plus at least five years of appropriate responsible professional work experience.

Physical Requirements

For periodic inspection purposes, performs bending, squatting, kneeling, standing, crawling, climbing, twisting, walking and reaching from ground level to overhead; holds and grips objects; and distinguishes colors. Ability to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors, with heating and cooling regulated; when outdoors making occasional field inspections, may be exposed to extreme weather conditions and possible safety hazards associated with building construction.

Licensing/Certification

Must be a registered Professional Engineer (PE) or a Registered Architect; must have licensure granted according to the laws of the State of Missouri within six months of employment.

Miscellaneous Requirements

Must establish residency within the City limits of the City of Springfield, Missouri within six months of employment, and maintain residency throughout appointment.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 2301
Comments:	Updated Abilities	Date: April 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____