

City of Bowling Green
RECRUITMENT ANNOUNCEMENT

BUILDING SERVICES MANAGER

NEIGHBORHOOD & COMMUNITY SERVICES – BUILDING DIVISION

No. 20 – 569 (Advertised)

APPLICATION DEADLINE: Sunday, December 6, 2020

Leads in the administration of issuing permits and inspections related to building, electrical, residential, and similar codes and ordinances to ensure compliance with applicable safety standards. Duties and responsibilities include directing the activities of the Building and Inspection Division of the Neighborhood and Community Services Department, coordinating the enforcement of codes and safety standards through inspectors and administrative employees.

DUTIES: Supervises, directs and evaluates staff, handling employee concerns and problems, directing work, counseling, disciplining, promoting training, and completing employee performance appraisals. Coordinates the review of building plans submitted for permitting for compliance with building, fire, and life safety codes, and advises design professionals, contractors, and the general public on the requirements of building, fire, life safety, and zoning codes. Plans, supervises, coordinates, and participates in the work of subordinate inspectors performing all phases of building and electrical inspections, including construction, alteration, addition, and demolition phases; inspects buildings to verify code compliance for structural conditions, change of occupancy type, use feasibility studies prior to purchase or tentative occupancy, and fire damage reviews. Oversees the process of issuing permits and assists the public with permit applications as required. Performs administrative functions such as maintaining permit records, inspections made, violations of codes and ordinances; gathering and maintaining data/information to support periodic and special reports; and providing fiscal data for the preparation of the annual budget and overseeing expenditures for the division. Oversees and prepares complaints for legal action against violators of codes and ordinances. Completes monthly and annual reports documenting construction activity.

JOB REQUIREMENTS: Bachelor's degree preferred in Civil Engineering, Construction Management, or Business Management (or related), with a minimum of five (5) years of practical experience as a building official or construction administration required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must be able to obtain State certification as a Building Inspector Level III within two (2) years and possess a valid driver's license.

SALARY: Pay Grade 124; \$58,134/yr. (\$27.94/hr.), plus full benefits package; paid sick and vacation leave.

WORK HOURS: 40 hours per week 7:30 a.m. – 4:30 p.m., Monday – Friday with occasional overtime expected.

Interested applicants can apply online www.bgky.org/hr/jobs or at the Human Resources Department in City Hall, 1001 College Street, Bowling Green.

The City of Bowling Green is an Equal Opportunity Employer and a Drug-Free Workplace

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sexual orientation, gender identity, age or disability.

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

CITY HALL

1001 COLLEGE STREET

PO BOX 430

BOWLING GREEN KY 42101

PHONE: (270) 393-3689

1-877-260-3987

FAX: (270) 393-3298

www.bgky.org

