



City of Milford
Building Code Official
Pay Grade: 8

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Five (5) years' experience in general building construction with increasing responsibilities, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. NIMS (National Incident Management System) ICS-100, ICS-200 training; FEMA IS-700 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Subject to random drug testing in accordance with City policy. Upon hire must possess or pass ICC Certification Program for modules: B1 - Residential Building Inspector; Property Maintenance and Housing Inspector within 24 months of hire. B2- Commercial Building Inspector certification preferred.

Minimum Education Requirements: High school diploma or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Direct Supervisor: Planning Director

Supervisory Responsibility: None

Primary Work Location: In/around the city, with reporting, office duties and meetings at City Hall and Public Works

Physical Demands: Sedentary work which requires exerting up to 10 pounds of force. Requires the ability to exert light physical effort which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Job Summary: The Building Code Official is responsible for inspecting buildings and sites to ensure compliance with building, zoning, housing, and property maintenance codes and ordinances. This role involves reviewing building plans and conducting inspections of buildings under construction or renovation to verify adherence to municipal codes and regulations. The Building Inspector performs plan reviews and examinations with a high level of technical independence.

The Building Code Official upholds the City's mission, vision, and values through ethical conduct, community stewardship, individual initiative, and responsive service. Demonstrates leadership, technical expertise, and sound decision-making through effective communication, collaboration, and resource management.

Supervision Received: Work is performed under the general supervision of the Planning Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Building Inspections & Code Compliance:** Inspects buildings during construction, alterations, and repairs to ensure conformity with approved plans, City ordinances, and regulations; checks building permits, blueprints, and related documents for code compliance; and reviews building plans for adherence to applicable codes.
- **Code Enforcement & Violation Notices:** Enforces property maintenance, housing, and zoning codes; issues "Cease and Desist" notices and violation letters to property owners, contractors, or agents; and communicates corrective actions based on current codes, ordinances, and precedents.
- **Operational Oversight & Management:** Oversees the day-to-day operations of the building division and provides direction to Permit Technician I and II; develops processes and



City of Milford Building Code Official Pay Grade: 8

procedures for permit submission, building plan review, inspections, and scheduling; and assists with building inspections and licensing issuance as needed.

- **Data Management & Reporting:** Compiles data and prepares monthly statistical reports on inspections; maintains detailed records of inspection findings, actions taken, and recommendations for further action.
- **Process Improvement & Code Recommendations:** Provides recommendations to the Planning Director regarding industry trends, building technologies, code requirements, enforcement procedures, and system changes; and ensures City ordinances and procedures remain current by suggesting necessary updates.
- **Third-Party Coordination & Developer Compliance:** Oversees and coordinates third-party inspection and plan review contracts; and ensures developer compliance with conditions imposed during the approval process.
- **Customer & Contractor Engagement:** Discusses complex proposed plans with contractors, property owners, and the public to clarify code requirements and address concerns.
- **Other Duties:** Performs related work as assigned by the Planning Director.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Office equipment.
- Software used for related tasks.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint), City's time keeping system.
- Zoning codes and ordinances of the City of Milford as well as familiarity with recorded site plans and land subdivision process.
- Materials, methods, and practices used in building construction and of stages of construction, when possible, defects and violations may be most easily observed and corrected.

Skills

- Excellent verbal and written communication with other employees and the public.
- Time management; completes tasks in a timely fashion.
- Strong decision-making ability and judgment.
- Oral and written communication.
- Meets expectations for quality service and delivery dates with good time management.
- Software applications that apply to work are assigned.

Abilities

- Maintains the highest level of confidentiality and professionalism, while completing time-sensitive duties with dedication, detail, and accuracy.
- Multi-tasks and works independently.
- Exercises independent judgment in accordance with established policies and practices.
- Recognizes faulty construction or hazardous conditions created by deterioration and to recommend effective corrective measures.
- Reads and interprets building construction plans.
- Enforces codes and regulations firmly, tactfully, and impartially.
- Establishes and maintains effective working relationships with contractors, property owners, representatives from other agencies and the public.
- Expresses oneself clearly and concisely, orally and in writing; working knowledge of personal computers and pertinent applications.
- Edits, proofreads, and meets standards of quality for reports, forms, and other material to



City of Milford
Building Code Official
Pay Grade: 8

- be internally and externally distributed.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
