



CITY OF BENTON

City Project Manager/ Building Inspector

Job Description

Job Title: City Project Manager/Building Inspector	Department: Community Development
Classification: Exempt	Reports to: Community Development Director
EEO Category: Full-time	Pay Grade: \$46,200.18 - \$75,491.26

SUMMARY

The City Project Manager/ Building Inspector oversees and manages the planning, organizing, and execution of various capital improvement and general maintenance projects. Serves as the Project Manager on consultant-engineered projects, architectural designs, and plan and plat reviews. Will also design and oversee internal projects from conception, planning, execution, closing and record updates. In addition, plans the review process, inspection process, and inspects all building in all phases of construction ensuring all city building codes are uniformly applied by inspecting and investigating violations. Position is deemed essential personnel and safety sensitive.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Manage projects and regularly update the City Administration on progress, budgeting, and project duration.
- Must be able to manage multiple projects and provide timely updates on each
- Review designs, plans, and specifications prepared by consulting engineers.
- Reviews and provides comments on subdivision plans, construction, and development plans in compliance with capital improvement needs and appropriate local standards, codes, ordinances, and accepted practices.
- Serves as Project Construction Manager in the construction of infrastructure and facilities.
- Ensures effective communication with the public, government officials, contractors, and consulting engineers.
- Coordinates all activities associated with coordinating and performing floodplain administration duties.
- Manage and monitor the work performance of projects including evaluation program/ work objectives and effectiveness, establishing broad organizational goals, and realigning work as needed.
- Assists Stormwater personnel with all flood management recommendations.

- Prepares various reports for the Community Development Director, Streets & Drainage Director, and Mayor.
- Must be present and actively involved in all Planning and Zoning committee meetings.
- Must be present and actively involved in all Development Review Committee meetings.
- Assists departmental employees in the field as necessary.
- Ability to manage and prioritize multiple projects; ability to work independently and collaboratively across departmental boundaries.
- Inspects and ensures inspection of all construction within City limits.
- Must be able to read construction drawings.
- Meets with contractors, (Electrical, Plumbing and HVAC at City Hall or on-site to review plans and discuss building issues.
- Schedules meetings with contractors, builders, and subcontractors to facilitate building issues and addresses problems that occur with City ordinance, State, Federal and local building codes.
- Interprets ordinances, zoning, construction and building codes.
- Works in tandem with City departments to achieve cohesiveness in shared situations as necessary, such as fire damage, code enforcement, etc.
- Work with other departments on code and building problems respective to their departments.
- Notify appropriate personnel potential violations that may affect Utility services.
- Provides technical information and answers questions in person, by telephone and by written notice of violation regarding zoning, landscaping, subdivision ordinances, or other regulations governed by IRC/IBC requirements.
- Operates a City vehicle to patrol the City; maintains a vehicle in a clean, sanitary manner.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

The noise level in the work environment is usually moderate to loud. The employee frequently works outside in adverse weather conditions, and in an office environment. The position requires regularly driving a motorized vehicle.

The position involves writing, keyboarding, speaking, listening, lifting, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all the following: telephone, copy machine, scanner and image systems, computer terminal, personal computer, printers, or other equipment as directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solving. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information and operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

MINIMUM REQUIREMENT & COMPETENCIES

Basic experience, knowledge and training in housing and nuisance codes typically resulting from a combination of education or years of experience or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- Bachelor's degree or equivalent experience.
- Project Manager experience, required.
- Certified Floodplain Manager certification or must be obtain certification within six (6) months of employment.
- Project Management Professional (PMP) license, preferred.
- Must possess a valid Arkansas Driver's License.
- Five (5) years of related experience and local government experience preferred.
- Proficient in Microsoft 365, Auto-Cad and/or Micro-Paver, Bluebeam, Arc GIS, preferred.
- Licensed Arkansas State Plumbing Inspector (or be able to obtain within 6 months).
- Licensed in Arkansas HVAC inspector (or be able to obtain a license within 6 months).
- Licensed Electrician/Inspector (preferred) or 4 years working experience in this field or related field. (As an apprentice, worker, or person with extensive knowledge).
- Level III Building Inspector (preferred) knowledge of building construction experience.

Knowledge

- Knowledge of Project Management principles and practices.
- Knowledge of building practices. (Framing, foundations, and building construction)
- Knowledge of regulatory requirements, City ordinances, applicable state and local laws regarding building and construction regulations.
- Knowledge of Federal, State and City statutes, rules, and codes, regulations, requirements, City of Benton policies and procedures, and other governing documents.
- Knowledge of the principles and practices of civil engineering. Experience in land development including grading, drainage, and street design preferred.
- Knowledge of approved building materials and installation practices.

Skills

- Communication skills are required both orally and in writing.
- Skilled in organization and scheduling of work activities.
- Skilled in reading, interpreting, and analyzing the concepts and principles of engineering; as well as technical/regulatory/safety issues related to department functions.
- Skill in reading/interpreting statutes, regulatory requirements, and City ordinances governing departmental operations.
- Skill in the operation of personal computers and MS Word.
- Skill in operation of City vehicle to perform essential functions.
- Energetic personality with strong interpersonal communication.
- High attention to detail and accuracy.
- Strong sense of ownership and initiative, collaborative and flexible attitude.
- Strong customer focus and relationship building skills.
- Strong problem solving and communication skills.
- Excellent organizational skills.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisors, coworkers, clients, etc. at all times.
- Ability to provide effective leadership/supervision to personnel, and services/operations.
- Ability to develop policies/procedures to ensure safe, efficient operations of various facilities.
- Ability to develop and accurately maintain departmental records as mandated or necessary.
- Ability to read, interpret, and comprehend laws, codes, and ordinances.
- Ability to read, interpret, and comprehend federal housing rehabilitation rules and regulations.
- Ability to identify code violations during the inspection of existing residential structures and vacant lots.
- Ability to locate, read, and interpret legal descriptions, maps, and ownership records.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____