



Vacancy Announcement
Building Official
Open Until Filled
Payrate: Based on qualifications and experience

The City of Wheeling is in search of a Building Official to provide support and service to the Building and Planning Department. Under general supervision of the Building and Planning Director, responsible for ensuring compliance as it relates to all residential and commercial building construction. This administrative position manages the daily functions of the division staff through adherence of division policies and procedures to ensure compliance with the Building and Housing Codes of the City in the following ways:

- Reviews application and proposed work documents for compliance to the City's Building and Housing Codes and accessibility standards, including occupancy changes, within the structure and scope defined above.
- Approves plans, signs and issues permits.
- Monitors construction progress and addresses building inspection concerns and problems. Performs inspections as needed.
- Calculates permit cost for new construction. Issues stop work orders for non-compliance with codes or approved plans.
- Issues notices and orders of condemnation, demolition and repair with the administrative procedures set forth in the applicable code.
- Responsible for file maintenance of official records (i.e. applications received, approved plans, fees collected, permits issued, reports of inspections, certificates issued, etc.) of projects to ensure file represents construction status.
- Coordinates intra and inter departmental activities to ensure achievement of code compliance.
- As required, serves as a liaison and attends Building Codes Board of Appeals meetings.
- Prepares and submits monthly and annual reports to the Director on number of plans reviewed, permits issued, inspections conducted as per the structure and scope defined above.
- Attends hearings, departmental staff and other meetings as required.
- Responsible for the administration of flood plain regulations. Schedules inspectors as needed.
- With delegated authority from the Director, issues certificates of zoning compliance.
- Performs other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- A combination of education and experience substantially equivalent to that obtained by a Bachelor's Degree in engineering, architecture or related field from an accredited college or university; and (5) years of increasingly responsible experience in work involving building inspection, design or construction, at least (2) years of which shall have been in a supervisory capacity.
- Must secure and maintain ICC certification.
- Valid driver's license required.

Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "Apply Here" link.

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.