

Director I – Building Department

Position Details

Class Code: U7100

Reference Code: A435

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The person selected for this position will organize, direct, plan, coordinate, train, control, review, and represent the Clark County School District, as its expert in the field of building codes administration and enforcement in accordance with plans, specifications, building codes, local and state ordinances, and departmental policies. This position is also responsible for all duties delegated to the District's Building Department by the Clark County School District Board of Trustees. This position reports directly to the Chief of Facilities, Facilities Services Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Enforces applicable building codes and ordinances as the District building official.
2. Provides interpretations of building codes and ordinances for District's departments and contractors.
3. Reviews and interprets codes and ordinances and recommends changes and additions, as needed.
4. Develops and supervises a program of quality assurance for building construction materials; evaluates new products, equipment, and building

- techniques; and coordinates the testing of materials, reviews test results, and recommends appropriate action.
5. Establishes, evaluates, and revises inspection procedures, practices, and rules in conformance with Facilities Services Unit policies.
 6. Reviews performance of subordinate personnel and initiates training programs according to demonstrated needs.
 7. Directs the activities of assigned personnel.
 8. Investigates and prepares reports on special problems, technical data, and other designated subjects.
 9. Maintains progress reports for Building Department control changes from approved plans and specifications, conducts final inspections, recommends acceptance of completed projects, and issues Certificates of Occupancy.
 10. Coordinates with Environmental Services for compliance with the Asbestos Hazard Emergency Response Act (AHERA) and approval or rejection of completed work.
 11. Coordinates construction inspection activities with applicable departments.
 12. Meets with individuals and groups as the representative of the District's Building Department.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of building codes and state and local ordinances.
 2. Knowledge of building construction and materials.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in building technology, construction management, building inspection or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. Certification as a building official through the International Code Council.
2. A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years' experience as a construction supervisor, superintendent, or inspector.

Preferred Qualifications

An earned bachelor's degree from a regionally-accredited college or university in engineering or construction management with experience as a building official for a county or municipal government.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/21/23
- Created: 12/22/08