Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Certified Building Official

JOB CODE	JOB FAMILY	PROFILE
JCM404	**Planning, Development & Protection**	**Certified Building Official**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 23, 2026**

The Certified Building Official serves as Bernalillo County's authority on building compliance. This position ensures adherence to County building and zoning ordinances, as well as building, electrical, and mechanical/plumbing codes. Responsibilities include supervising staff, overseeing inspections, managing permit processes, and enforcing compliance. Supervisory duties include hiring, training, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as the County's Certified Building Official.
- Supervises, schedules, and reviews the daily workload of building, electrical, mechanical/plumbing inspectors, and clerical staff.
- Provides and coordinates training for inspection and administrative staff.
- Assists contractors, architects, engineers, and property owners in meeting County permit and code requirements.
- Ensures all required inspections for residential and commercial construction are performed in compliance with applicable codes.
- Reviews construction plans to verify compliance with County building, zoning, and related codes; provides written details for permit issuance.

- Issues stop-work notices, correction notices, and notices of violation as needed.
- Prepares reports and maintains accurate records of inspections, complaints, and legal proceedings; serves as an expert witness in court cases.
- Recommends changes to inspection procedures and department operations to improve efficiency and effectiveness.
- Compiles department statistics and supports budget preparation and departmental reporting.
- Attends and presents department information at meetings, including evenings and weekends as required.
- Supervises and directs the Code Enforcement Coordinator on property maintenance matters.
- Analyzes, adopts, and coordinates updates to the County's Building Ordinance approximately every three years.
- Creates, manages, and organizes Memoranda of Understanding (MOUs) and Joint Powers Agreements (JPAs) with municipalities and tribal governments.
- Oversees permitting, plans reviews, and inspections throughout Bernalillo County.
- Resolves complex code compliance issues among contractors, inspectors, architects, and engineers.
- Manages department inventory, including vehicles, tools, equipment, and office supplies.
- Assists Public Works Facilities with code analysis for County-owned and prospective buildings.
- Handles sensitive and confidential records, documents, and decisions with discretion.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Planning, Public Administration, Business Administration, Engineering, Architecture, or a related field.
- Nine (9) years of related work experience in construction, building inspection, budgeting, code administration, cost control, zoning ordinances, land use regulations, database operations, project management to include either five (5) years experience as a practicing inspector or practicing contractor OR five (5) years of the past ten (10) years of experience in a managerial role position in a construction-related company or construction organization.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Possession of a current and valid International Code Council (ICC) Certified Building Official certification at the time of hire is a mandatory condition of employment. The certification must be maintained in active and compliant status for the full duration of employment.

WORKING CONDITIONS

- Perform duties both indoors and outdoors.
- Work indoors in both temperature-controlled and non-temperature-controlled environments; work outdoors in all weather conditions, including severe weather.
- Experience occasional exposure to vibration and noise during building inspections at construction sites.
- Work indoors on even surfaces such as carpet, tile, or concrete, which may be wet or dry.
- Work outdoors on a variety of surfaces, including concrete, asphalt, natural ground, gravel, snow, ice, or roofs; surfaces may be even or uneven, and wet or dry.
- Use stairs, ladders, and scaffolding when performing outdoor duties.
- Experience exposure to fumes, odors, dust, mists, gases, and areas with poor ventilation.
- Encounter work hazards such as heights, active construction sites, scaffolding, and loose animals.

EQUIPMENT, TOOLS, AND MATERIALS

- Operate a variety of office equipment, including mainframe computers, photocopiers, and communication devices.
- Use work aids such as construction documents, books, binders, hard hats, gloves, tape measures, architectural scales, and cameras.
- Operate a county vehicle as needed.