

BUILDING OFFICIAL**DEFINITION**

Under administrative direction of the Public Works Director, plans, organizes, provides direction and oversight and personally performs duties related to a comprehensive program to protect the health and safety of citizens and the quality of life in the City by ensuring that building, construction and remodeling activities meet appropriate codes, standards and City ordinances; provides expert professional assistance to the City Administrator, Public Works Director and others in areas of expertise, including architectural designs and standards; and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class serves as the City's professional expert on all matters related to all activities of the Building function in the Public Works Department, including plan checking and inspection activities throughout the City related to the construction and alteration of buildings and other facilities to ensure a safe-built environment for City residents. The incumbent is expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes. This class is distinguished from Public Works Director in that the latter has overall management responsibility for all staff and activities of the Public Works Department, including infrastructure development and maintenance, planning and building.

EXAMPLES OF DUTIES (Illustrative Only)

- Reviews construction documents for residential and commercial construction; ensures compliance with applicable codes and regulations; approves final inspection certifications.
- Contributes to the overall quality of the service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Oversees and participates in activities related to plan review, permit issuance and inspection of buildings, structures and associated on-site development activities.
- Inspects sites and buildings before construction or alteration to determine practicability of plans, compliance and regulations, and validity of permits.
- Develops and implements safety and construction codes and policies and related training programs to ensure the consistent and up-to-date interpretation of such codes and policies.
- Confers with legal, fire and public works staff regarding building, fire, life safety, zoning and other code interpretations and applications.
- Confers with and represents the City in meetings with architects, engineers, developers and property owners and various groups and associations regarding difficult design and construction issues; resolves complex problems within the required codes, regulations and standards; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Advises management staff regarding building codes related to City facilities and architectural styles and concerns, particularly as related to residences.
- Makes inspections of existing buildings for hazardous conditions, structural failures or the need for maintenance or repair.

- Prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution channels in situations of non-compliance; testifies in court as required.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official files.
- Maintains current knowledge of new construction methods, materials, techniques, codes and regulations governing building inspection.
- Drafts recommendations for code and/or ordinance changes or standards.

QUALIFICATIONS

Knowledge of:

- Codes, ordinances, policies and procedures related to the plan review, building permitting and building inspection function.
- Principles, practices and materials related to the construction and development of residential and commercial development and remodeling.
- Basic principles of residential architectural styles and construction.
- Codes, ordinances, policies and procedures related to the enforcement of City zoning, occupancy and related codes and ordinances and State and Federal Health and Safety codes.
- Principles and practices of budget development, administration and accountability.
- Computer applications related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and governmental organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Basic supervisory principles and practices.

Skill in:

- Planning, organizing and administering a program of building, zoning, occupancy and health and safety code enforcement, permitting, plan review and on-site inspection.
- Providing expert professional and technical assistance to the City in areas of assignment.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies and various business, professional, educational and governmental organizations, developers, contractors, engineers, architects and the public.
- Overseeing and performing complex problem definition and resolution activities.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using sound, independent judgment within policy and procedural guidelines.
- Making effective presentations and representing the department and the City effectively with public and private organizations and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major coursework in engineering, architecture, business or public administration or a field related to the work and three years of professional experience in building inspection, plan checking and building permitting activities in a public agency setting. Prior supervisory experience is desirable.

License and Certification:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Possession of an I.C.B.O. certification as a Combination Building Inspector and/or a California State Architectural License is desirable.

Other Requirements:

Must be able to attend meetings and other activities outside of normal working hours.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect building and occupancy sites, and to operate a motor vehicle; vision to read printed materials, plans, specifications and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.