



**SEPTEMBER 2014  
FLSA: EXEMPT**

## **BUILDING OFFICIAL**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, and technical staff performing difficult and complex support related to all of the City's Building programs and functions; administers Building Code and facilities maintenance activities; manages the effective use of the City's permit processing, plans examination, building inspection, code compliance resources to improve organizational productivity and customer service; provides highly complex and responsible support to the City Administrator and the Director of Public Works in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works. Exercises general supervision of assigned professional and technical support staff.

### **CLASS CHARACTERISTICS**

This is a single position classification that oversees all Building activities, including building inspection, plans examination, permit processing, and code compliance. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating assigned functions with other departments. This class is distinguished from the Director of Public Works in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Division, including building inspection, plans examination, permit processing, code compliance and facilities maintenance activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the work unit; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of building inspection, plans examination, and permit processing services and

activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.

- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Provides highly complex staff assistance to the Public Works Director; develops and reviews staff reports related to building inspection, plans examination, permit processing, and code compliance activities and services; presents reports to the City Council, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Serves as source of information for developers, engineers, property owners, and contractors regarding Building Code and City construction regulations; reviews complex code applications for requested code modifications and alternate materials and methods; represents the department, and City in Building Code disputes and litigations.
- Performs preliminary review of projects submitted to the Design Review Committee and Planning Commission; performs site inspections of construction projects to ensure compliance with federal, state, and local construction codes works closely with other departments in addressing City construction projects and code interpretations.
- Addresses building appeals relating to City codes and ordinances; reviews alternate materials and methods of construction and unreasonable hardship requests; oversees special inspection and structural observations programs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in building inspection, plans examination, permit processing, and code compliance; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program and project development, implementation, management, and evaluation.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations concerning the operation of the assigned division.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the division.

- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, housing, zoning, and related codes.
- Principles and practices of plan checking and plan review processes; basic principles and practices of civil and structural engineering.
- Business letter writing and report preparation techniques.
- Records management principles and practices.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in building trades, construction management, community development, engineering, architecture, or a related field and three (3) years in plan checking and/or the enforcement of building codes with a public agency. Prior supervisory experience is desirable.

**Licenses and Certifications:**

- Valid California class C driver's license with satisfactory driving record.
- Certification as Combination Building Inspector by the International Conference of Building Officials (I.C.B.O)
- California State Architectural License is desirable.

**PHYSICAL DEMANDS**

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various City development and meeting sites.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include evenings, and/or weekends, as needed.