

BUILDING OFFICIAL

DEFINITION:

To plan, coordinate, direct and evaluate the services, programs and activities of the Building Inspection Division; participates in code interpretation, plan checking, issuance of permits, and field inspections and performs the most technically complex tasks within the division.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Community Development Director.

Responsibilities include direct and indirect supervision over professional, technical and clerical personnel within the Division.

EXAMPLE OF ESSENTIAL FUNCTIONS: *Essential functions may include, but are not limited to, the following:*

Plans, organizes, directs and supervises the services, programs and activities of the Building Inspection Division.

Within City policy, recommends appropriate services and staffing levels; allocates resources accordingly.

Develops, implements and evaluates goals and objectives, policies and procedures, program guidelines, and short- and long-range plans for the department.

Continuously monitor and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes.

Prepares and administers the department's annual budget; ensures effective and effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Selects, assigns, supervises and evaluates the performance of department personnel; provides of coordinates staff training; ensures staff compliance with all applicable policies, procedures, laws, regulations and standards.

Provides advice and assistance to the City Administrator, City Council, Planning Commission, Building Board of Appeals and other bodies in matters pertaining to City building division/fire prevention on an as needed basis; prepares items for meeting agendas on an as needed basis.

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Coordinates department activities with other departments and agencies on a daily basis.

Enforces a variety of codes, including California Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, California Historical Code, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and local codes such as zoning, nuisance, and noise. Issues correction notices and stop work orders.

Prepares and/or updates ordinances and resolutions related to Building Code, Mechanical Code, Plumbing Code, Electrical Code, Historical Building Code, Housing Code, Code for the Abatement of Dangerous Buildings and related building regulations; enforces codes and makes arrangements for abatement of violations.

Confers with architects, engineers, developers, investors, consultants, and the public on building and other code requirements in general development matters; receives and responds to inquiries, concerns and complaints regarding building projects and other department functions.

Responsible for coordination of Certificate of Occupancy with all divisions, departments and agencies as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Reviews and approves plans submitted for building permits; ensures conformance to applicable building, electrical, mechanical, plumbing, fire, zoning and other codes and regulations of City, state, and federal agencies.

Oversees the inspection of industrial, commercial, and residential buildings; personally performs the more complex inspections and assists subordinates with inspection work as needed.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.

Represents the division in various City, civic and community meetings as required.

Serves as ex-officio member of the Board of Appeals and performs the duties of the secretary to the Board, maintaining written transcripts of all meetings, facilitating meetings, providing required information, etc.

Keeps abreast of new developments in building enforcement and fire safety.

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Maintains records of building inspection activity, and completes related reports. Issues certificates and permits as appropriate.

MINIMUM QUALIFICATIONS:

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern principles, practices, techniques and equipment of building inspection and code enforcement operations.

Uniform building, electrical, mechanical, plumbing, housing, historical buildings, codes for the abatement of dangerous buildings, and general construction codes.

Electrical, carpentry, masonry, and plumbing work methods and materials.

Safe standards and methods of building construction for commercial, industrial and residential structures.

Basic principles of structural design and engineering mathematics.

Research methods and sources of information related to building code enforcement.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public/community relations techniques.

Ability to:

Interpret, analyze, apply and enforce federal, state, and local laws, rules and regulations.

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Effectively administer a variety of code enforcement, building inspection, and plan review activities.

Develop, implement and interpret goals and procedures for providing effective and efficient building inspections and code enforcement services.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and procedures.

Read and understand complex plans, specifications and blueprints.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations for plans, regulations and standard construction practices.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Select, supervise, train and evaluate staff.

Prepare and administer a budget.

Prepare clear and concise administrative reports.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

Five years experience in general construction, at least two of which involved building inspection and enforcement of building codes.

Education:

Two years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing, or building construction.

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Substitutions:

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Additional Requirements:

Possession of a valid California Class "C" driver's license.

Possession of a Building Official Certificate from the Council of American Building Officials.

TYPICAL WORKING CONDITIONS:

Work is performed in an office and field environment. Incumbent drives in surface streets and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dust, odors, toxic or caustic chemicals, and vibrations.

TYPICAL PHYSICAL REQUIREMENTS:

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl, and reach while performing office duties and/or field work; lift and/or move light to moderate heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communication with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.