

BUILDING OFFICIAL

DEFINITION

To plan, organize, direct and coordinate the activities of the Building Inspection division within the Planning and Building Department including complex level work related to building inspection services, plan review and code enforcement; appointed as the designated authority charged with administration and enforcement of complex local, State and Federal codes for buildings and structures; to supervise subordinate Building Inspectors and technical staff; and to provide highly complex staff assistance to the Planning and Building Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning and Building Director.

Exercises direct supervision over assigned technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct Building Inspection activities including complex professional-level work related to building inspection services, plan review, construction management and code enforcement.

Act as the state and local statutory authority and responsibility as Building Official for all matters pertaining to review of building plans, inspection, abatement and enforcement of various building codes in a manner that is appropriate to community values and physical conditions; serve as the City's technical expert in the interpretation of building and safety codes.

Direct, oversee and participate in the development of the Building Inspection work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Building Inspection budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Perform a lead role in coordinating development projects with other divisions and departments and the private developer, to include communication, negotiation, problem

resolution and seeking technically acceptable options to ensure a successful project outcome.

Evaluate and justify fee and staffing levels; assemble building statistics and reports; provide technical advice and make definitive decisions related to building code matters.

Assist the Planning Director with a variety of development, capital improvement, code enforcement and related projects including preparation of reports, studies and correspondence.

Advise the City Council on appropriate changes to adopted ordinances to meet local conditions and on legislative matters of importance to the community well-being.

Supervise, assign, and coordinate building inspection, plan check and code enforcement workload and staff resources; perform and supervise field inspections of all types of buildings and phases of construction including new building and alterations to enforce building, health and safety and related codes.

Review construction applications for adequate design and compliance with State codes and local ordinances; prepare written plan review correction letters, trouble shoot code/permit issues; assign project valuation, calculate fees and issue permits; maintain records related to building inspection and plan review.

Explain and interpret applicable codes and ordinances for contractors and the general public; handle and respond to difficult and sensitive inquiries or community complaints.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles and practices of State statutes regarding building codes.

Techniques, materials and methods used in all building construction craft areas, including plumbing, electrical, mechanical, building foundations, and others.

Building practices and methods, including techniques for dealing with the public in stressful situations.

Methods and procedures of appropriate safety and fire prevention in construction.

Methods and procedures of basic zoning and planning codes and practices.

Business arithmetic and record keeping principles and practices.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws including codes regulating building construction.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the building inspection, plan review, and code enforcement operations of the City Planning and Building Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret, apply and enforce a wide range of building and related codes and regulations.

Read and interpret plans and specifications and detecting deviations from approved plans.

Conduct studies and complete administrative projects independently and in a timely manner.

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

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of increasingly responsible experience in building construction trades, building inspection or plan checking, including two years of supervisory responsibility.

#### Training:

Equivalent to an Associate's degree from an accredited college with major course work in construction inspection, building inspection or a related field.

### License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of, or ability to obtain, Examiner and Combination Inspection certifications issued by the International Code Conference.

Possession of, or ability to obtain, a Certified Access Specialist Program certification.

Possession of, or ability to obtain, a Safety Assessment Program Evaluator or Coordinator certification.

Possession and maintenance of the Building Official certification issued by the International Code Council (ICC) within six months of employment.