



March 2019
FLSA: Exempt

CHIEF BUILDING OFFICIAL

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community and Economic Development Director. Exercises direct and general supervision over professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating all Building Division activities, including building inspection, plans examination, permit processing, and code compliance. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Community and Economic Development Director 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 right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations 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, and code compliance.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; 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.
- Manages and participates in the development and administration of and oversees the division budget.
- 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 Community Development Director and Assistant Community Development 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 division, 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.
- Issues Certificates of Occupancy for new construction; 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.
- Assists during emergency conditions and follows through with the City's Emergency Operations Plan; performs emergency reviews, inspections, and posts buildings according to the State Office of Emergency Services procedures.
- Negotiates, administers, and manages contracts for services.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- 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 related duties as assigned.

JOB-RELATED 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, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- 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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

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.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in in building trades, construction management, community development, engineering, architecture, or a related field and five (5) years of increasingly responsible management and/or administrative experience as a building official or in plan checking and/or the enforcement of building codes with a public agency, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a current certification as a Combination Building Inspector or Plan Examiner from the International Code Council (ICC) and/or International Association of Mechanical and Plumbing Officials (IAPMO).
- Possession of a current certification as a Building Official from the International Code Council.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various construction, City, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office, partially a field classification, and standing and walking between work areas may be required. 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.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees partially work in the field and may be exposed to hot and cold temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures and City codes.