REVISION: MAY 2009 CLASS CODE: MGR43 UNIT: UNREP/MID-MGT

#### **CLASS SPECIFICATION**

# **BUILDING SERVICES ADMINISTRATOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

### **DEFINITION**

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for reviewing building plans for compliance with applicable codes and regulations and the issuance of building permits; enforcement of building codes, zoning ordinances, and provisions of use permits relating to residential, commercial, and public building construction, repair, alteration, use, or occupancy; ensures work quality and adherence to established policies and procedures. and services as acting Building Official in the absence of the Building Official.

**EXAMPLES OF DUTIES** - Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Assumes management responsibility for assigned services and activities of the Building Division. Directs the review of plans, the issuance of permits and the enforcement of applicable codes; performs the more technical and complex tasks relative to assigned area of responsibility; responds to questions from and provides assistance to the public, contractors, and design professionals regarding regulations, permit and code requirements. Assists in the development of budgets, staff training and development, and performance standards. Participates in the development of goals and objectives; interprets, reviews, and evaluates plan review, inspection, and permit issuance policies and procedures in response to changes in building codes and local ordinances; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures; ensures the maintenance of necessary records and prepares periodic activity reports; represents the City at various meetings and conferences; establishes and maintains cooperative relationships with other City Departments and outside agencies in order to coordinate project compliance necessary for conditions of approval. Serves as acting Building Official, in the absence of the Chief Building Official..

## **MINIMUM QUALIFICATIONS**

## Knowledge of:

Operations, services and activities of the inspection and plan review operations and the permit issuance program.

Methods, materials and processes used in the construction of buildings and related structures.

Pertinent building related codes, ordinances, and regulations enforced by the City.

Inspection and plan review principles and practices.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

#### CITY OF OCEANSIDE

**Building Services Administrator** (Continued)

#### Ability to:

# **EXPERIENCE AND TRAINING QUALIFICATIONS**

#### **Experience:**

A minimum of five years of increasingly responsible experience in the plan checking or inspections of commercial, industrial and residential buildings, including two years of administrative and supervisory responsibility.

## **Training:**

Equivalent to the completion of twelfth grade supplemented by college level course work in building inspection, structural engineering or a related field.

Possession of a Bachelor degree in architecture, engineering, public administration, or a related field is highly desirable.

# Registration, Certificate and License:

Possession of an appropriate, valid driver's license.

Certification through the International Code Council or other approved agency in a minimum of two commercial inspection or plans examining classifications.

Certification through the International Code Council or other approved agency as a Certified Building Official.

## **WORKING CONDITIONS**

# **Environmental Conditions:**

Office and/or field environment; travel from site to site to conduct building inspections, extensive public contact.

### **Physical Conditions:**

Essential functions may require maintaining physical condition necessary for standing, walking or sitting for prolonged periods of time, climbing of stairs and traversing uneven surfaces; visual acuity to read and interpret building plans and specifications and to perform inspections.