

**CHIEF BUILDING OFFICIAL**

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

**DEFINITION**

Under general direction, directs, manages, supervises, and coordinates the activities and operations of the Building Division within the Development Services Department including plan checking, issuance of building permits, and building construction inspection services and activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Community Development.

**REPRESENTATIVE 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 and actively participates in assigned services and activities of the Building Division including plan checking, issuance of building permits, and building construction inspection services and activities; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; implements new ordinances and resolutions as well as new state laws and codes; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels; plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; oversees and participates in the development and administration of the Building Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; provides responsible staff assistance to the Director of Development Services; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Building Division programs, policies, and procedures as appropriate; serves as the liaison from the Building Division to other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; oversees the maintenance of records and files including those related to applications, permits, fees, and correspondence related to building matters; oversees the administration of an automated construction and land development system; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building inspection and plan checking; responds to and resolves difficult and sensitive citizen inquiries and complaints; performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive plan checking, permit issuance, and building inspection program.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles of civil engineering, structural design, engineering mathematics, and soil engineering.
- Methods, materials, and progressive steps used in the construction of buildings and related structures.
- Pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.
- Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
- Accepted building construction safety standards and methods.
- Permit processing procedures.
- Building plan review principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Principles and procedures of record keeping and reporting.

### **Ability to:**

- Oversee and participate in the management of a comprehensive building inspection, permit issuance, and plans examination program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer large program budgets.
- Oversee the maintenance of complete and accurate records.
- Prepare clear and concise technical, administrative, and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Understand, interpret, explain, and enforce pertinent federal, state, and local policies, laws, and regulations including provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
- Analyze, interpret, and accurately check complex building plans, specifications, and calculations.
- Enforce necessary regulations with firmness and tact.
- Present information and respond to questions from managers, customers, and the public.
- Gain cooperation through discussion and persuasion.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in building technology, architecture, civil engineering, or a related field.

**Experience:** Seven years of increasingly responsible experience in the plan checking and inspection of commercial, industrial, and residential buildings including two years of administrative and supervisory responsibility; experience working in a city with a population greater than 125,000, and experience with complex land development issues in a coastal environment is highly desirable.

### **License or Certificate:**

- International Code Council (ICC) certification as a Building Official is required.
- International Code Council (ICC) certification in at least one of the technical classifications (Building Inspector, Plans Examiner, etc.) within one year of hire date is required.
- International Code Council (ICC) certification as a Certified Access Specialist (CASP) is highly desirable.
- Possession of, or an ability to obtain, an appropriate, valid California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Indoor and outdoor environments; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments; work at heights and in confined areas. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

**Physical:** Primary functions require sufficient physical ability to work in an office and field settings and operate equipment and vehicles; works from ladders and walks on uneven terrain, loose soil, and sloped surfaces; FREQUENT walking, sitting, standing; upward and downward flexion of neck; side-to-side turning of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.