

**BUILDING OFFICIAL****DEFINITION**

Occupants of this management classification are in the classified service. The position assigned to this classification plans, organizes, and supervises the building and safety inspection services program of the City to enforce applicable laws and ordinances regulating construction and maintenance of buildings and structures. This professional management position also manages plan review, building and construction permits, and provides general oversight and coordination of the Permit Center.

**SUPERVISION RECEIVED AND EXERCISED**

The positions in this classification report to the Community Development Director. This position is responsible for supervising professional, technical and administrative support staff.

**ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Manages the work of the Building Division in the enforcement of building, and other codes which regulate the construction, alteration, condition and occupancy of buildings and improvements; answers inquiries and reviews complaints regarding these functions.
2. Supervises and as necessary personally participates in difficult plan checking as well as the inspection of building construction projects and in the examination of completed projects for compliance with established regulations and policies.
3. Directs the issuance of building and construction permits.
4. Investigates and reviews alleged violations of City building and maintenance regulations.
5. Interprets and makes decisions on technical problems relating to building codes and enforcement.
6. Consults with engineers, architects and contractors regarding technical questions, confers with owners regarding design and construction.
7. Recommends revisions to the City building, plumbing, heating, ventilation and air conditioning (HVAC), and electrical codes.
8. Supervises, trains and evaluates subordinate personnel.
9. Keeps informed of new methods and materials and their relation to building code provisions.
10. Provides technical assistance to other departments, advises Planning Commission, maintains effective public relations.
11. Supervises maintenance of files and records of building inspections.
12. Prepares studies, reports and the division budget.

13. Continuously reviews and assesses the effectiveness and efficiency of department operations and outcomes, and anticipates future needs.
14. Performs as a key member of management team responsible for development and implementation of customer service and citywide improvements to the development process.
15. Identifies new and innovative practices within the profession and integrates these into the operations and policies as appropriate.
16. Works closely and collaboratively with the Department management staff on activities and programs to accomplish the Department's mission, goals and objectives.
17. Performs other related duties as assigned.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- Pertinent federal, state and local building codes, ordinances, and regulations pertaining to building construction, including the California Building Codes.
- Building, electrical, plumbing, mechanical and fire codes and ordinances enforced by the City.
- Principles and techniques of building inspection, building materials.
- Accepted safety standards and modern methods of building construction.
- Modern development services and permit processes.
- Principles and practices of supervision.
- Stages of construction in which possible violations and defects may be easily observed and corrected.
- Likely defects and faults in construction.

### **Skill and Ability to:**

- Provide technical supervision and training.
- Supervise and instruct subordinate personnel.
- Analyze the flow of work for maximum effectiveness.
- Prepare clear and concise written reports.
- Deal tactfully and effectively with fellow employees, the general public, developers, architects and engineers.
- Research and study the various building, housing, plumbing, mechanical and electrical codes, laws and ordinances with emphasis on building regulations.
- Communicate effectively in both verbal and written form.
- Maintain effective working relationships with contractors, supervisors, fellow employees, architects, engineers, and the public.
- Read and interpret building construction plans, specifications, blueprints, and comparing them with construction and progress.
- Detect poor workmanship, inferior material, and structural construction hazards.
- Interpret and apply building, electrical, plumbing and mechanical codes.

## **LICENSE AND CERTIFICATES**

Registered as a Structural or Civil Engineer, or Architect, and possession of a valid California Class C driver's license. Certification as a Building Official by the International Code Council (ICC).

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university in structural or civil engineering, or architecture supplemented by specialized training in building construction, inspection, plan checking, and environmental management or related/applicable field. Five years of building construction, plan check and inspection experience involving complex residential, commercial, and industrial structures, including at least two years of supervisory experience and work in modern operations related to development services.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to climb ladders or scaffolding at construction sites.
- Is subject to office and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- Must be available to attend meetings after regular work hours and/or weekends and travel to various work sites.