

**DEPUTY BUILDING OFFICIAL****DEFINITION**

Occupants of this classification are in the classified service. The management positions assigned to this classification plan, organize and manage the plan review and building inspection services of the Building Division. Assists the City's Building Official in the administration and enforcement of related building codes, ordinances laws, and regulations, as well as oversee the operations of the Permit Center which coordinates development services activities among Building Safety, Fire Prevention, Engineering and Current Planning Divisions.

**SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Building Official. The position is responsible for supervising other professional, technical, clerical and contract personnel in the Division.

**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. Oversees the work of staff and participates in plan review and building inspections services to ensure compliance with local, state, and City codes, laws, and regulations.
2. Oversees the work of staff engaged in the inspection of public and private buildings for compliance with the International Building Code, City's Zoning, and related codes and ordinances. Reviews, researches, analyzes, and resolves complex issues relating to the interpretation and application of building construction codes and regulations.
3. Reviews building plans for structural integrity and compliance with construction codes, zoning regulations, local ordinances, and state laws.
4. Assures prompt review of systems and plans for proposed building construction or alteration and the timely inspection of all structures being built to obtain compliance with applicable state, federal and local laws, codes, and ordinances dealing with the construction of new buildings and the alteration and safety of existing buildings.
5. Reviews and suggests revisions of the Municipal Codes to the Building Official to maintain building regulations that are up-to-date and conform to all federal, state, and local requirements.
6. Effectively plans, schedules, and controls the utilization of time by Building and Safety Inspectors to reduce the amount of time spent in the office and maximize the time conducting field inspections. Assures the timely and productive scheduling of inspections.
7. Develops effective customer standards, quality assurance, and methods of service delivery programs; ensuring that timelines and quality of work are maintained.
8. Provides informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures, and building codes.

9. Inspects residential, commercial, and industrial buildings and structures to determine compliance with the structural, energy, accessibility, mechanical, plumbing, and electrical codes and approved plans and calculations.
10. Identifies and enforces a variety of codes, ordinances, and standards for conformance with approved construction plans and specifications.
11. Inspects workmanship and materials in building construction for conformance with plans and specifications, and inspects potentially substandard or dangerous buildings.
12. Generates monthly reports for the Building Official regarding building inspection work activities and workload, and maintains various work records related to the development of such reports.
13. Plans and directs Permit Center activities, ensuring proper coordination with development services division managers for the appropriate level of Permit Technician staffing among each division.
14. Receives and responds to difficult and sensitive inquiries, problems, and complaints. Conducts and/or oversees the investigation and resolution of complaints.
15. Selects, trains, motivates, and supervises professional, technical, and administrative support staff. Assigns work; monitors and evaluates employee work performance; and recommends personnel actions including disciplinary action. Determines staff training needs; provides, recommends or coordinates staff development and training programs and activities.
16. Develops policies and procedures designed to improve plan checking and building inspections such as streamlined permit issuance procedures or plan checking aids such as checklists and application forms.
17. Keeps abreast of construction technology, codes, regulations, trends, and innovations in the field.
18. Leads and participates in the work of Building and Safety Inspectors/Combination Inspectors including determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies, and promoting work efficiency.
19. Maintains a current and thorough working knowledge of the fire codes and standards, and is able to correctly interpret and apply them.
20. Assists the City Building Official with duties and responsibilities of the Division. Serves on behalf of the City Building Official in his/her absence, as assigned.
21. Performs other related duties as assigned.

## **MINIMUM KNOWLEDGE, SKILL AND ABILITY**

### **Knowledge of:**

- Principles, practices, and procedures involved in the administration and enforcement of building codes, ordinances, and local, state, and federal laws and regulations governing building construction and renovation.
- Applicable federal, state, and local laws, ordinances and regulations, including the International Building Code.
- Principles and techniques of building inspection and building materials.
- Accepted safety standards and modern methods of building construction.
- Methods, practices, and standards of building construction, materials, and design.
- Principles and practices of supervision, training, performance evaluation, and employee development.
- Budget preparation and management.

**Skill and Ability to:**

- Plan, manage, and coordinate the work and activities of plan review and permit teams and building inspection services.
- Review and analyze building plans, structural calculations, and code requirements.
- Coordinate/assimilate interdepartmental development requirements into the construction plan check process.
- Assign work, lead, train and supervise employees.
- Evaluate work performance based upon inspection or review of completed work product.
- Analyze the flow of work for maximum effectiveness.
- Prepare clear and concise written reports.
- Read and, interpret relevant laws, ordinances, regulations, specifications, and construction plans.
- Interpret, apply, communicate, and enforce codes, policies, regulations, and laws.
- Develop, implement, and revise policies and procedures, pertinent codes, ordinances and regulations.
- Communicate effectively, both orally and in writing.
- Maintain effective working relationships with contractors, supervisors, fellow employees, architects, engineers, and the public.

**LICENSE AND CERTIFICATES**

- Possession of a valid California Class C driver's license.
- Possession of the following International Code Council (ICC) issued certificates: Building Inspection; Plan Examiner; and Certified Building Official (CBO).

**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:

- 1) A Bachelor's degree from an accredited college or university.
  - 2) A minimum of five (5) years of increasingly responsible management experience in construction management, structural engineering, architecture, planning or a related field.
  - 3) A minimum of two (2) years of experience must include supervisory responsibilities.
- Public sector experience is desirable.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- 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 of objects which may occasionally weigh up to 50 pounds.
- May be required to climb ladders or scaffolding at construction sites.
- Is subject to office and outside environmental conditions.
- Must be available to attend meetings after regular business hours and/or weekends and travel to various work sites.