



Deputy Building Official

Definition

Under the direction of the Building Official, assist in the administration of the Building Division including, but not limited to; assigning, supervising coordinating, and participating in the daily operations of the Building Division staff; technical guidance and training to technical and office staff; and performs related duties as assigned.

Class Characteristics

The Deputy Building Official is expected to perform a full range of duties to ensure projects and structures are in compliance with laws, ordinances, codes, and regulations before permits are issued as well as during construction when changes are made or modifications are desired; performs a full range of customer service duties including assisting, providing information to, and answering questions from architects, engineers, builders, and owners; and serves as a resource for the City's building staff.

Typical Job Functions

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.

Develop methods and procedures to ensure efficient and proper operation of permit applications, plan checking, permit issuance, and inspection processes.

Supervise the inspection of residential, commercial, and industrial construction to ensure compliance with all applicable building and safety codes, ordinances, rules, and regulations.

Supervise and assist in reviewing and resolving difficult and complex inspection and enforcement problems, issues, and conflicts.

Provide technical information regarding codes and compliance methods to contractors, developers, architects, engineers, other City Staff, and the general public.

Prepare and submit a variety of reports, memos, and correspondence on code compliance and inspection related matters.

Performs a full range of plan review related duties; reviews engineering reports, drawings, specifications and calculations for buildings to ensure compliance with codes, regulations, and ordinances; interprets codes and regulations in the performance of plan check activities.

Checks plans for accuracy of design and completeness; checks complex plans and calculations to determine loading on roofs, walls, and floors, size and spacing of beams, rafters, and joists, amount and size of reinforcing in concrete members, type of structural connections and adequacy of design to meet earthquake, wind load, and material stress requirements.

Provides a full range of customer service; responds to complex and difficult inquiries and requests for information; responds to public and agency technical and non-technical inquiries by phone, email, fax, and at the counter; explains requirements of various laws, codes, ordinances, and regulations.

Assists and works cooperatively with property owners, contractors, developers, architects, engineers, and their representatives in submitting plans and other documents, applying for permits, and on other matters relating to building permits.

Serves as a resource to inspectors and other department staff; performs field inspections and advises/assists Building Inspectors regarding structural and other problems arising in the field.

Provides technical and professional guidance to staff; participates in policy development.

Assists in the training of departmental staff in application of new codes, policies, and procedures.

Attend and represent the City at local chapter meetings and professional committees as assigned by the Building Official.

Serve as Building Official when assigned.

Performs related duties as required.

Qualifications

Knowledge of:

Current laws and ordinances that regulate building construction, inspection, zoning, housing and health and safety.

Acceptable structural design and materials used in construction.

Building construction plans and specifications.

Architectural and civil engineering principles and practices, including structural engineering and engineering mathematics.

Building inspection methods including electrical, mechanical, plumbing and structural inspections.

Energy and accessibility codes; standard practices of construction and materials used in construction.

Ability to:

Review plans, calculations and specification in a rapid, uniform and accurate manner.

To establish and maintain effective working relationships with co-workers, professional engineers, architects, contractors, consultants and the public.

To communicate clearly and concisely, both orally and in writing.

To read and interpret building plans; perform inspections as needed and display the ability to make sound decisions in a manner consistent with essential job functions.

Operate office equipment including computer systems, operate a motor vehicle safely, work efficiently, innovate and institute positive change.

Education and Experience

Sufficient education and experience to satisfactorily perform the essential duties of the classification. A typical qualifying background would be equivalent of the twelfth grade education and Five years (5) of increasingly responsible experience in plan check and/or inspection of residential, commercial and industrial construction with supervisory experience.

Licenses and Certifications

Possession of a valid California driver's license. Possession of or ability to obtain within one year of appointment, the Certified Building Official certification issued by the International Code Council (I.C.C.).

FLSA: Exempt
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