



Building Official

Definition

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing professional and technical support related to all programs and activities of the Building Division including building inspection, plans examination, permit processing, and building and housing code enforcement. Manages the effective use of the City's building resources to improve organizational productivity and customer service. Provides highly complex and responsible support to the Assistant City Manager – Community Development/Strategic Planning in areas of expertise, and performs related work as required.

Class Characteristics

This is a management classification that manages all building inspection, plans examination, permit processing, and building and housing code enforcement programs and activities of the Building Division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day building activities and is responsible for providing professional-level support to the Assistant City Manager – Community Development/Strategic Planning in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating divisional work with that of other City departments and public agencies. This class is distinguished from the Assistant City Manager – Community Development/Strategic Planning in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

Supervision Received and Exercised

Receives general direction from the Assistant City Manager – Community Development/Strategic Planning. Exercises general direction and supervision over professional, technical, and administrative support 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.

Plans, organizes, oversees, and participates in the daily functions, operations, and activities of the Building Division, including building inspection, plans examination, permit processing, and building and housing code enforcement. Checks plans, interprets regulations and makes decisions on technical problems.

Participates in the development and implementation of goals, objectives, policies, and priorities for the division. Recommends within departmental policy, appropriate service and staffing levels. Recommends and administers policies and procedures.

Participates in the development and administration of and oversees the division budget.

Participates in selection, trains, motivates, and evaluates assigned personnel. Provides or coordinates staff training. Works with employees on performance issues. Implements discipline and termination procedures.

Develops and establishes policies ensuring efficient issuance of building, electrical, mechanical, and plumbing permits.

Recommends revisions and updates of building, electrical, and plumbing codes.

Enforces approved fee schedule. Authorizes exceptions and deviations to the set schedule. Periodically assesses and revises the fees.

Serves as source of information for developers, architects, engineers, contractors, and others regarding interpretations of the Building Code and City construction regulations. Reviews complex code and ordinance issues relating to the construction or alteration of buildings including the installation of building, plumbing, mechanical, structural, and electrical systems and equipment. Represents the division, department, and City in Building Code disputes and litigations.

Performs preliminary review of projects. Performs site inspections of construction projects to ensure compliance with federal, state, and local construction codes works closely with other departments in addressing City construction projects and building code interpretations.

Negotiates, administers, and manages contracts for services.

Coordinates City building related activities with other City departments and with outside agencies.

Prepares staff reports related to building inspection, plans examination, permit processing, and code enforcement activities and services. Makes presentations to the City Council, Building Board of Appeals, and other commissions, committees, and boards.

Provides highly complex staff assistance to the Assistant City Manager – Community Development/Strategic Planning.

Attends and participates in meetings, conferences, workshops, and training sessions. Stays abreast of new trends and innovations in the field of building inspection and other types of public services as they relate to the area of assignment.

Monitors changes in building methods, materials, laws, regulations, and technology that may affect City or divisional operations. Implements policy and procedural changes as required.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Performs other duties as assigned.

Qualifications

Knowledge of:

Administrative principles and practices, including program development, implementation, and evaluation, project management, budget development and administration, contract administration, and supervision of staff.

Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, review and evaluation, and the training of staff in work procedures.

Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings. Building, plumbing, electrical, mechanical, life safety, energy, and related codes.

Principles and practices of plan checking and plan review processes. Basic principles and practices of civil and structural engineering.

Applicable federal, state, and local laws, rules, regulations, ordinances, standards, and procedures relevant to building inspection, plans examination, permit processing, and building and housing code enforcement.

Occupational hazards and standard safety practices necessary in the area of building inspection and construction.

Recent developments, current literature, and sources of information related to building inspection, plans examination, permit processing, and building and housing code enforcement.

Practices of researching building issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

Modern office practices, methods, and computer equipment and applications related to the work. English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

Assist in developing and implementing goals, objectives, and practices for providing effective and efficient services.

Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.

Administer building inspection, plans examination, permit processing, and building and housing code enforcement programs and services in an independent and cooperative manner.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, ordinances, standards, and procedures relevant to building inspection, plans examination, permit processing, and building and housing code enforcement.

Independently conduct complex research projects, evaluate alternatives, and make sound recommendations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.

Make sound, independent decisions within established policy and procedural guidelines.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in construction management, civil or structural engineering, architecture, or a related field and five (5) years of increasingly responsible experience in plan checking and building inspection activities including one (1) year of supervisory experience.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Certifications as Plan Examiner and Building Official by the International Code Council.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. To inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points. To operate a motor vehicle and to visit various City and meeting sites. Vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: Exempt
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