



June 2023
FLSA: EXEMPT

CHIEF BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of plans examination, building inspections, permitting, and related programs; ensures City structures are built and inspections are conducted in compliance with federal, state, and local building codes; performs contract administration, project management, and coordinates activities with various outside agencies, contractors, municipalities, and other departments; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Community Development in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Development. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing staff, projects, and activities for the City's plans examination, building inspections, permitting, and related programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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, manages, directs, and oversees the daily functions, operations, and activities of the City's plan check, permitting, inspection, and record keeping procedures and processes; oversees professional service contracts; performs plan checking functions.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Monitors activities of the building division work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Participates in the selection of, trains, directs, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures; interprets City policies and procedures to employees.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- In the event of an emergency organizes and participates in the structural evaluation, documentation of damage, repair, inspection, and approval of public and private structures citywide.
- Confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
- Inspects or oversees contracted services performing inspection of work during each phase to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- Resolves interpretation issues relating to the adopted building, plumbing, mechanical, and electrical codes; enforces federal, state, and local regulations pertaining to construction.
- Issues condemnation and corrective notices, certificates of occupancy, stop work orders, citations, and other various required notices; prepares and issues complex legal notices to maintain public safety and assist other City departments when necessary with enforcement on dangerous buildings and public nuisances.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; periodically amends and updates the building, plumbing, mechanical, and electrical codes for City Council adoption.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Maintains files, databases, and records related to building, permitting and inspection activities; prepares a variety of written reports, memoranda, and correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in building, plan checking, and permitting codes and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures the City's safety and health programs are implemented and carried out in the assigned division(s).
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- Modern and complex principles and practices of building inspection, permit issuance, plan examining, and neighborhood preservation programs, practices, and techniques.

- Methods, materials, techniques, and equipment used in the construction of facilities.
- Research methods and sources of information related to civil engineering and building code enforcement.
- Recent and ongoing developments, current literature, and sources of information related to the building division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated health and safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the division.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Direct the work of contract consultants.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Advise on standard construction methods and requirements for residential, commercial, and industrial buildings.
- Identify, coordinate, and resolve a wide variety of interests in the development and enforcement of building codes and department policy.
- Analyze, interpret, and check complex plans, specifications, and calculations.
- Read and interpret maps, plans, sketches, schematics, diagrams, blueprints, and engineering drawings.
- Prepare ordinances and code amendments.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 the completion of the twelfth (12th) grade supplemented by specialized courses in building construction principles, practices and techniques and five (5) years of increasingly responsible building inspection experience involving structural, housing, electrical and plumbing inspection work.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of International Code Council (ICC) certification as a Combination Building Inspector.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color-coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff

ENVIRONMENTAL CONDITIONS

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