



Position Description

CHIEF BUILDING OFFICIAL

DEFINITION

Performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing building and related codes.

SUPERVISION RECEIVED

Works under the general supervision of the Community and Economic Development Director.

SUPERVISION EXERCISED

Exercises supervision over Building Inspectors, Technicians, Code Enforcement Officers, support staff, consultants, and other part-time or temporary staff, as assigned.

DISTINGUISHING CHARACTERISTICS

This position serves as the City's Chief Building Official as is referred to in the City's Municipal Code. This is a journey level, mid-management position. This position is designated as a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official programs, policies and procedures to staff and the general public.

Prepares and administers the annual operating budget of the Building Division; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; assists staff in performing duties.

Performs and administers necessary inspections to enforce a variety of codes, including the California Building Code Series, International Building Code, Mechanical Code, Plumbing Code, Electrical Code, Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, and zoning, etc.; issues correction notices and citations.

Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and the general public.

Reviews current trends in the field of construction, and prepares revisions to codes, ordinances and local regulations; supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.

Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.

Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.

Coordinates plan reviews, inspections, and enforcement actions.

May perform the duties of plans examiner or inspector, as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

California Building Code Series, International Building Code, Electrical Code, Plumbing Code, Mechanical Code, Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Building Code, and local codes such as nuisance, clearing, grading, and zoning, etc.; construction techniques and general construction codes; office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures; zoning and land use applications.

Ability to:

Work effectively with contractors, developers, architects, engineers, owners, and the general public; make sound decisions within established guidelines; read and understand complicated plans and blueprints; communicate effectively orally and in writing; implement, explain and apply applicable laws, codes and regulations; analyze complex issues, and develop and implement appropriate responses; facilitate appropriate corrective action from property owners regarding violations.

EDUCATION AND EXPERIENCE

Possession of an AA/AS degree from an accredited college or technical instruction in building technology, building inspection, construction management, mechanical, electrical, plumbing or building construction, and four (4) years of experience in general construction or a related field. Previous municipal inspection experience is highly desirable.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California driver's license. Possession of at least one International Code Council (ICC) or other nationally recognized certification i.e. Building Official, Building Inspector, Combination Inspector or Plans Examiner certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Resolution Number: 2010-42

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