

BUILDING OFFICIAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Building Services division within the Community Development Department including structural, electrical, plumbing and mechanical inspections; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Development Director.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Assume management responsibility for assigned services and activities of the Building Services division including structural, electrical, plumbing and mechanical inspections.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for building inspection staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Supervise and participate in plan checking and building inspection activities; ensure ADA compliance of City facilities.

Interpret, apply and enforce applicable building codes; receive and investigate reports of building code violations; recommend building code revisions.

Authorize and initiate payments for repairs and maintenance of City facilities and buildings.

Essential Functions: (continued)

Select, train, motivate and evaluate building inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the Building Services division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Community Development Director.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection and code enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a building services and inspection program.

Principles and practices of structural design.

Principles and practices of program development and administration.

Methods and techniques of building plan review.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations including uniform building, plumbing, mechanical and electrical codes, and ADA provisions.

Ability to:

Oversee and participate in the management of a comprehensive building services and inspection program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Analyze, interpret and check complex plans and specifications for applicable code compliance.

Participate in the development and administration of division goals, objectives and procedures.

Ability to: (continued)

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Interpret, apply and enforce applicable building codes.

Communicate clearly and concisely, both orally and in writing.

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

Assimilate information, process logically, and make sound decisions

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible experience in the inspection of public, commercial, industrial or residential buildings including two years of administrative and supervisory responsibility.

Training:

Equivalent to an Associates degree from an accredited college or university with major course work in engineering or a related field.

License/Certification:

1. Possession of a valid California Driver's License.
2. Possession of a certificate as a Building Official from the Council of American Building Officials and possession of a Certified Plans Examiner certificate issued by the International Conference of Building Officials are strongly desired.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Never
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Never
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Never		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Frequently		
Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Never
		Driving:	Frequently
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Constantly
		Telephone:	Constantly
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required-hard hat, Required-protective clothing.