



JOB TITLE: Building Official

DEFINITION

To plan, organize, direct, and coordinate the City's building inspection functions; and to assist with the development of proper design and quality control standards. Employees in this job class receive administrative direction within a framework of overall objectives. Employees in this classification direct, supervise, and formally evaluate the work of others. This job class is responsible for ensuring compliance with laws, codes and ordinances dealing with standards for commercial, industrial and residential structures.

DISTINGUISHING CHARACTERISTICS

This job class functions at a Senior Management level of classification and serves as a member of the Community Development Department Management Team. The Building Official has delegated authority by the Municipal Code to enforce codes and laws governing the construction of safe dwellings, commercial establishments and maintenance of buildings and related facilities. This job class requires technical knowledge and skill in review of permits, plans and specifications for compliance with adopted codes. This job class performs highly technical and complex duties related to development construction as well as budgetary, supervisory and management responsibilities. This position also acts as the City's American with Disabilities Act (ADA) Coordinator for City Buildings and Facilities.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the Community Development Director and Assistant Community Development Director.
- Exercises direct supervision of Building Inspectors, Code Enforcement Officers, Permit Technicians, a Life Safety Officer and department personnel as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to the following:

- Assists in the planning and delivery of a defined activity and/or program area or service
- Supervises program activities and participants
- Plans, organizes, directs and coordinates the Building Inspection functions of the City

- Supervises and formally evaluates the work of Building Inspectors and code enforcement officers, a Life Safety Officer and Permit technicians
- Assists with the development of proper design and quality control standards; prepares and recommends revisions to codes and ordinances, develops and recommends revisions and additions to the Municipal Code to improve inspection enforcement activities
- Directs the establishment and maintenance of Building Department records, project files, and revenue information
- Coordinates with and provides advice to contractors, developers, owners, architects, and engineers on applications and interpretation of codes and ordinances
- Resolves code interpretation differences between assigned staff; field inspectors, Code Enforcement Officers, the Life Safety Officer and contractors / builders and the design community.
- Represents the City's building inspection, fire inspection and code enforcement programs with City Council, other government agencies and the general public.
- Directs and assists with plan checking for commercial/industrial projects and residential construction, including complex plan check code interpretation
- Oversees and participates in the enforcement of laws, codes, and ordinances dealing with standards for commercial, industrial, and residential structures, including additions and alterations
- Develops and coordinates field inspection procedures
- Prepares budget requests and controls expenditures
- Recommends fee schedule revisions
- Responds to and analyzes housing safety complaints
- Provides consultation to the City Manager and City Council on building and fire inspection and code enforcement policies and problems
- Serves as a member of a variety of Boards and Committees
- Provides input on business license applications and planning issues
- Serves as the City's Building Official pursuant to the City Municipal Code
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, State, County, and City laws, codes, and ordinances relating to building construction and zoning
- types of building materials and variation in their quality
- modern methods of building construction
- acceptable safety standards in building construction
- principles of budget preparation and expenditure control

- principles and techniques of supervision including staffing, employee development, and planning and organizing work
- Disabled access regulations pertaining to the State Building Code and American with Disabilities Act for all City buildings and facilities

Ability to:

- plan, organize, coordinate, and supervise the Building Inspection functions of the City
- direct, coordinate, supervise, and formally evaluate the work of others
- represent the Community Development Department before a variety of groups and organizations
- prepare departmental budget requests and control expenditures
- interpret and enforce provisions of applicable codes ordinances, and regulations within the City's jurisdiction
- provide consultation and recommendations on ordinance revisions and changes
- apply technical knowledge of building trades work and applicable regulations
- read and interpret plans, diagrams, and specification related to building and construction
- direct the review and checking of plans and specifications for proper design and conformance with codes and ordinances
- make arithmetical calculations quickly and accurately
- explain building codes, ordinances, permit requirements, and the permitting process to city staff, developers, contractors, designers and the general public
- provide code interpretation to architects and engineers on proposed design options.
- oversee the maintenance and upkeep of department records and prepare departmental reports
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- travel to different sites
- use a telephone and communicate via radio
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- work outdoors four to six hours per day exposed to inclement weather, dust and construction site hazards such as mechanical and electrical
- work indoors in an office environment

- climb ladders to inspect roofs; crawl under houses; twist, kneel and crouch; reach above and below shoulder level; grasp with right and left hands; walk on uneven surfaces; lift 50 lbs.
- proficiently operate a personal computer and building permit tracking computer systems
- speak English; bilingual Spanish skills highly desirable

TRAINING AND EXPERIENCE

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Minimum five years of broad and extensive experience in building inspection, code enforcement, and plan checking, including at least two years in management or supervisory capacity.
- A Bachelor's degree in structural engineering, architecture or related field is desirable.

LICENSE AND CERTIFICATES

- A valid Class C California Driver's License and a safe driving record
- Possession within 6 months of appointment and continued maintenance of certification as a Building Official by the Council of American Building Officials (CABO), the International Code Council (ICC) or other recognized testing agency as determined by the administrative authority
- Possession within 6 months of appointment and continued maintenance of certification as a Certified Access Specialist Program (CASp) Inspector by the Department of the State Architect