



## CHIEF BUILDING OFFICIAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

Under general direction, performs a variety of supervisory, administrative, and technical work in the areas of building inspection, plan review, permit processing, code enforcement and compliance activities, and office automation; plans, organizes, supervises, reviews, and participates in the work of professional, technical, and office support staff; coordinates activities with other City departments and divisions, and outside agencies and organizations; develops and implements programs and procedures within the Building Division of the Community Development Department; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Chief Building Official is a division manager within the Community Development Department and exercises full responsibility for planning, organizing, and directing the work activities of Building Division staff.

### SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Community Development Director. Exercises direct and indirect supervision over professional, technical, and office support staff.

### ESSENTIAL FUNCTIONS

- Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees to ensure that codes are properly enforced with uniformity, equity and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other divisions, City departments, outside agencies, and organizations.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division service delivery methods and procedures.
- Coordinates the selection, orientation, training, and evaluation of programs for assigned personnel; provides and coordinates staff training; ensures ongoing review of codes and methods of inspection for subordinates; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills disciplinary procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; proposes and presents fee updates, code updates, and amendments to City codes and ordinances; prepares and coordinates reports

and presentations on current building issues for City Council, commissions, community groups, and regulatory agencies; develops and maintains records, statistics and reports on construction activity.

- Monitors and keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, city management, staff, and the public.
- Performs complex plan review; approves residential, commercial and industrial building construction documents and permits
- Maintains, reviews, and approves division records, correspondence, and computer data.
- Develops customer handouts and information packets for construction activities and division procedures.
- Prepares for code adoption proceedings; provides for appropriate evaluation of building materials and procedures; recommends revisions of existing codes and ordinances.

## **WORKING CONDITIONS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movements in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25-pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders; use power and noise producing tools and equipment drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

- Applicable rules, regulations, codes and standards in assigned area including California Building Code and the Americans with Disabilities Act;
- Federal and State accessibility regulations and City zoning regulations;
- Principles and practices of building construction;
- Methods and techniques of building inspections;
- Standard installation procedures for electrical, plumbing, and mechanical systems;
- Methods and techniques of field investigations;
- Principles and practices of plan checking;
- Principles and practices of budget preparation and administration;
- Principles of supervision, training, staff development, and performance evaluation;
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications;
- Principles and procedures of record keeping;
- Principles of business letter writing and basic report preparation;

- Occupational hazards and standard safety practices;
- Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

- Administer the City's building code enforcement rules and regulations, codes and ordinances.
- Oversee, direct and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Participate in the development and administration of division goals, objectives and procedures;
- Prepare and administer program budgets.
- Analyze interpret and accurately check complex building plans and specifications;
- Conduct field investigations and inspections;
- Read and interpret plans, specifications and engineering calculations;
- 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, explain and apply Federal, State and local policies, laws and regulations;
- Operate office equipment including computers and supporting word processing and spreadsheet applications;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**EXPERIENCE AND TRAINING**

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 of a supervisory and administrative nature in the design, construction, and inspection of public, commercial, industrial or residential buildings.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in structural, mechanical, or civil engineering, architecture, or related field.

**LICENSE OR CERTIFICATE**

Possession of, or ability to obtain a valid California driver's license;

Possession of, or ability to obtain within one year a valid ICC (International Code Council) Certified Building Official certificate.

Possession of, or ability to obtain within two years, a Certified Access Specialist (CASP) Certificate.

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 CHIEF BUILDING OFFICIAL  
 UNREPRESENTED  
 EXEMPT  
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