

## BUILDING OFFICIAL

### DEFINITION

Under general direction is responsible for supervision, coordination, administration and management of all building services functions and activities, including building permits and inspection, plan review, and code enforcement; performs those duties specified by statute and ordinance as those of Building Official; performs other related work as required.

### DISTINGUISHING FEATUES

Work in this class is characterized by overall management responsibility for all aspects of City building services work and functions and by those responsibilities established by statute or ordinance.

### EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Plans, coordinates and oversees all building and code enforcement services, functions and activities such as examining plans, issuing permits, inspecting buildings, and ensuring compliance with codes, regulations, procedures, standards, state laws and city ordinances~~plans and specifications~~.
2. Ensures provision of responsive, cost effective and innovative services.
3. Exercises Building Official signatory authority as established by statute or ordinance.
4. Applies, interprets and directs enforcement of Uniform Building, Housing, Plumbing, Mechanical, and Electrical Codes, Green Building Code and practices. Codes (including local ordinances, state and local amendments), and pertinent federal, state, and county and city codes and laws. and all other laws relating to building, altering, remodeling, relocating, maintaining, demolishing and new construction; assures proper and consistent interpretations are applied.
5. Recommends and drafts building and new construction code changes; maintains City ordinances in compliance with latest model codes and state regulations.
6. Oversees and may perform the most difficult field inspections and plan checks; oversees inspections, plan checks and decisions made by subordinates.
7. Provides information to and assists contractors, architects, engineers, developers and the general public in complying with City codes and requirements; addresses and resolves citizen complaints regarding code enforcement issues; assists subordinates in resolving problems.
8. Coordinates building and code enforcement~~services~~ activities with other divisions, departments, property owners, consultants, developers and outside agencies; confers with other departments, agencies, public officials, residents and public and community based organizations; prepares and presents reports and studies.
9. Works closely with legal staff on actions associated with code and ordinance compliance.
10. Confers with and advises staff on administrative policies and procedures and technical problems, priorities, and methods; develops and implements policies and procedures.
11. Supervises or provides liaison and staff support to City commissions, boards, and committees.
12. Directs research and preparation of various studies, analyses, presentations and reports.
13. Develops and implements goals, objectives, procedures and standards; determines priorities, staff assignments and work methods.
14. Serves as acting department head as required.
15. Prepares and administers budgets; administers revenue programs.
16. Supervises trains and evaluates assigned staff.

### Other Duties

1. Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from an accredited four year college or university with major course work in engineering, architecture, construction management, public or business administration.

**Experience:** ~~Seven-Five (5)~~ years of progressively responsible building construction, inspection or related engineering experience involving application of building, plumbing and/or electrical codes, at least ~~five-three (3)~~ years of which shall have involved managing and supervising these activities, preferably in local government. Three (3) years of progressively responsible experience at a senior level in building and safety services equivalent to the Supervising Building Inspector, Plan Check Engineer, or Plans Examiner may be substituted for the supervisory experience.

**WORKING CONDITIONS:**

- Work is performed in both indoor office environment and offsite inspection settings.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent public and customer interaction which may include interacting with upset customers, staff, and the public in interpreting and enforcing departmental policies and procedures during code enforcement or emergency inspections.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, unpleasant odors, dust, and vibration.
- Occasional exposure to toxic/poisonous substances, biologic/infectious agents, vermin, insects, parasites during code enforcement or emergency inspections.
- Occasional exposure to hazardous/moving equipment or machinery during code enforcement or emergency inspections.
- Occasional work at heights during code enforcement or emergency inspections.
- Occasional use of protective clothing equipment, devices, materials during code enforcement or emergency inspections.
- Occasional travel to City work sites, locations, and meetings to conduct work.
- May be required to support or participate in emergency operations during natural disasters or incidents affecting City buildings and infrastructure.

**PHYSICAL DEMANDS:**

- Sitting for extended periods of time.
- Frequent standing to inspect sites and serve at the public counter.
- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, electrical testers during inspections, calculator and to operate standard office equipment.
- Vision abilities or the ability to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Reach with hands and arms; repetitive movements of hands or wrist; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone with governing bodies, stakeholders, and relevant departments and partners.
- Smelling to detect gas leaks and code violations for habitability.

## **EMPLOYMENT STANDARDS**

### **Knowledge**

Knowledge of the principles and practices of modern building services administration and operations as applied to diversified building services and activities; building, plumbing, mechanical and related codes and regulations; building standards, materials and methods employed in building design and construction; engineering principles and construction practices related to the design and construction of buildings and code enforcement practices; technical and legal considerations relevant to building and safety programs.

### **Abilities**

Ability to provide administrative, management, and professional leadership for the Building Division; effectively plan, organize, direct, and coordinate programs, services, projects, and staff; select, supervise, train, develop, and objectively evaluate personnel; prepare and administer large and complex budgets and allocate limited resources cost-effectively; properly exercise signatory Building Official authority as established by statute or ordinance; conduct and direct field building inspections, apply proper inspection techniques to examine workmanship and materials, detect deviations from approved plans, regulations, and standard construction practices, and assist in resolving complex field issues; analyze, interpret, and check complex plans, specifications, and calculations, and read and interpret maps, sketches, schematics, diagrams, blueprints, and engineering drawings; interpret, explain, and apply pertinent federal, state, and local laws, codes, regulations, standards, policies, and procedures; prepare ordinances and code amendments; advise on standard construction methods and requirements for residential, commercial, and industrial buildings; develop and implement goals, objectives, practices, policies, procedures, work standards, and internal controls; research, analyze, and evaluate new service-delivery methods and operational improvements; identify, coordinate, and resolve issues related to code development, enforcement, and departmental policy;

establish and direct filing, recordkeeping, and tracking systems; prepare clear and concise reports, correspondence, and technical studies; prepare, coordinate, and deliver technical training and presentations to diverse audiences; communicate clearly and concisely, orally and in writing, using appropriate English grammar and syntax; effectively represent the division and the City in meetings with governmental agencies, community groups, businesses, professional and regulatory organizations, and individuals; use tact, initiative, prudence, and independent judgment within policy, procedural, and legal guidelines; demonstrate sensitivity, awareness, and appreciation of community diversity; effectively use computer systems, software applications relevant to work performed, and modern business equipment; maintain required training, certifications, and level of knowledge for satisfactory performance; set priorities, meet deadlines, make sound decisions, draw valid conclusions, and project the consequences of recommendations.

Ability to effectively manage all building services activities and functions; provide responsive, cost-effective and innovative services; properly exercise signatory Building Official authority as established by statute or ordinance; conduct inspections of buildings, and analyze, interpret, and check building plans and specifications; plan, organize, coordinate and direct assigned staff, activities, projects, and programs; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply relevant state, federal and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; maintain training and certifications as required; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies and the general public; supervise, train and evaluate assigned staff.

### **Other Requirements**

Possession of a current certificate as a Certified Building Official, Specialty Inspector, Plans Examiner, and Penal Code 832 (Modules of Arrest) from a recognized state, national or international association.

Possession of a valid International Code Council (ICC) certification as a Certified Building Official, by date of hire, to be maintained throughout employment.

Possession of a valid International Code Council (ICC) certification as a Building Inspector (individual certifications with specialty in Building, Mechanical, Electrical, and Plumbing), by date of hire, to be maintained throughout employment.

Possession of a valid California Penal Code 832 certification (Modules of Arrest), within six months of hire, to be maintained throughout employment.

Possession of valid International Code Council (ICC) certifications as a Plans Examiner and Certified Access Specialist (CAsp) are desirable.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.  
~~May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~