

**City of San Rafael  
Job Class Specification**

## **Job Title: *Deputy Building Official***

### **SUMMARY**

Under direct supervision of the Chief Building Official/Fire Marshal: assigns, coordinates, supervises and participates in the daily operations of the Building Division, performs inspection of buildings, examines plans and specifications in the enforcement of laws regulating the construction of buildings in the City of San Rafael, issues building permits, determines and collects fees.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent class. This is a first level working supervisor within the Building Inspector series. Employees within this class are distinguished from the Building Inspector II by the addition of a full range of supervisory duties including planning work, primary contacts with the public including problem resolution, performance of the most complex commercial inspections, plan review, quality assurance, and performance appraisal of the Building Inspectors and Plan Checkers. Provides the Chief Building Official/Fire Marshal with advice and consultation on building matters and for the efficient operations of assigned functions within the Building Division.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Analyzes, distributes and monitors the inspection workflow.
- Provides work review, information and training to Building Division personnel as directed.
- Assigns work, including field inspections, to Building Inspectors I & II
- Oversees and inspects all major commercial work.
- Serves as the focal point for complaints and dispute resolution.
- Coordinates the work of the department with other City departments and outside agencies.
- Reads and interprets plans and discusses requirements with builders and owners.
- Investigates all disabled access complaints, issues reports and assists with resolution.
- Inspects building construction, plumbing, electrical and gas installations in residential, business, industrial and public buildings.
- Conducts final inspections of newly completed buildings.
- Reviews and investigates violations of building code laws.
- Performs complex plan reviews of residential and commercial projects.
- Provides information to the public regarding building requirements.
- Communicates status of programs and keeps the Chief Building Official informed of pertinent issues.
- Performs related duties as required.
- Checks permit applications for completeness and accuracy before issuing permits.
- Responsible for the efficient and progressive operation of the Inspection Division.
- Serves as technical advisor and assistant to the Chief Building Official/Fire Marshal on building related issues; assumes the duties of the Chief Building Official in his/her absence;
- Within procedures prescribed by the Chief Building Official/Fire Marshal reviews the content of correspondence, the preparation of reports and the maintenance of records.
- Performs field inspections on the more complex code enforcement assignments.
- Assists in budget preparation and the administration of division budget.

- Develops methods and procedures to ensure efficient and proper operation of computerized permit review process, plan checking, permit issuance, and inspection process.

**Knowledge of:**

- Principles of supervision, training, and performance evaluation.
- Missions and requirements of other related departments and outside agencies.
- Federal, State and Municipal Codes, ordinances and regulations relating to building construction.
- Building construction safety standards. Principles, techniques of building inspection and engineering mathematics.
- Accepted methods of construction. Building, Plumbing, Electrical, and Mechanical codes and ordinances including State access and energy codes.
- Computer software for daily use and permit administration.

**Ability to:**

- Plan, organize and supervise the work of the Building Inspectors.
- Resolve disputes concerning code requirements and effect compliance.
- Operate a computer, effectively using the department's permitting software, and operate miscellaneous office equipment.
- Deal effectively with people involved with building construction, particularly contractors, architects, developers, engineers, and property owners.
- Review construction plans and conducting field inspections of buildings, subdivisions, improvements, and site development projects.
- Analyze, interpret and accurately check building plans and specifications.
- Maintain cooperative working relationships with engineers, architects and contractors, officials, employees and the general public.
- Apply building related codes and ordinances, including the California ~~Uniform~~ Building, Electrical, Plumbing, Mechanical Codes, State Title 24 Accessibility and Energy, and zoning codes.
- Establish and maintain effective cooperation and professional relationships with subordinates, public officials, private citizens, and public groups.
- Communicates clearly both orally and in writing, and to write concise and accurate reports
- Independently handle administrative details.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from high school or equivalent based on courses taken from an accredited educational institution. Associate of Science degree in Building Inspection or related field is preferred. Five (5) years of progressively responsible experience in building inspection, including commercial, of which at least two (2) years must be in a supervisory capacity.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Special Requirement: Valid CA driver's license. Building Inspector certification from ICC is required at time of hire. Plans Examiner certification from ICC is required, but may be obtained within 6 months of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to prepare clear and comprehensive written reports and correspondence. Ability to communicate effectively, both verbally and in writing.

## **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.

## **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 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 is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud.

The nature of the work requires the employee to climb ladders or scaffolding in order to access and walk on rooftops. A sense of balance is required to walk on pitched rooftops. The job also requires the ability to access and enter cramped quarters such as crawl spaces located under homes, or spaces such as attic areas. Working within the crawl space may bring the employee into contact with reptiles, insects and/or rodents. While conducting an inspection, it may require the employee to walk over rough, uneven, and rock surfaces.

FLSA Status: Nonexempt  
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