



Chief Building Official

Summary

Plan, schedule, and coordinate the activities and projects of the City's building inspection division; provide expert professional assistance to City departments in areas of responsibility; provide highly technical expertise to the Director of Community Development and/or City Manager.

Class Characteristics

Administrative direction is provided by the Director of Community Development and/or City Manager; responsibilities include the direct and indirect supervision of professional, technical, and/or support staff.

This class has division level responsibility for the administration and direction of the City building inspection, building code enforcement, plan checking, and permit application processing functions. The incumbent is responsible for assisting in the formulation of policy, developing goals and objectives, supervising staff, administering the division's budget, and directing day-to-day operations. This class is distinguished from the Director of Community Development and/or City Manager in that the Director of Community Development has overall management responsibility for the Community Development Department, including Housing and Building Inspection divisions and the City Manager has overall management responsibility of all City departments.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, assign, review, direct, and evaluate the work of assigned staff; plan for and provide staff training and professional development; make recommendations for appointments, promotions, and disciplinary actions; set work priorities, coordinate and schedule assignments, and establish goals and objectives.

Assist in the preparation and administration of the division's budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; analyze costs savings and recommend efficiency improvements.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Advise the Director of Community Development and/or City Manager on aspects of building and related code interpretations.

Direct and administer activities and programs for compliance with federal, state, and municipal codes and regulations governing building construction, rehabilitation, alteration, use, and occupancy.

Supervise the issuance of building permits and the collection of fees.

Chief Building Official

Recommend new or revised regulations to achieve uniformity of code applications; analyze, review, and prepare code amendments or clearances; furnish updated interpretations of codes and regulations to other City staff; assist in the preparation of City ordinances.

Administer and enforce the City's building inspection compliance programs; investigate or direct the investigation of complaints and hazardous conditions.

Perform plan check review for residential and non-residential buildings; review structural and site plans.

Keep informed of current regulations, changes in code and legislation, new building materials, and construction methods.

Provide advice and technical assistance to City management and staff, developers, commissions or boards, committees, and the public, either directly or through professional staff; act as staff liaison for the Building Board of Appeals.

Work closely with City staff to solve a broad range of service, delivery, community, and administrative problems.

Prepare and present various administrative and analytical reports, staff reports, and other necessary documents and correspondence.

Select and oversee the work of consultants.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, assign, review, and evaluate the work of professional and administrative support staff.

Recommend the appointment of personnel and direct, train, evaluate, and provide professional development for assigned staff.

Prepare, administer, and monitor a division budget.

Make persuasive oral presentations of ideas and recommendations.

Interpret, explain, and apply federal, state, local, City, and department policies, procedures, laws, rules, and regulations.

Provide technical assistance to boards and commissions, developers, City staff, and the public.

Prepare detailed written material, including staff and administrative reports, analyses of code enforcement policies, proposed code amendments, and changes to established programs and policies.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel

Chief Building Official

objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Administrative principles and methods, including development of goals and objectives, program and budget development and implementation, and work organization and delegation.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines governing housing and building construction, rehabilitation, alteration, use, and occupancy.

Problems, trends, and approaches used in municipal code inspection and enforcement programs.

Local government organization and service delivery related to building inspection and code enforcement.

Building practices and materials in the structural, plumbing, mechanical, and electrical construction fields.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of supervision, training, and personnel management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

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

Education:

Equivalent to an Associate's degree with major course work in pre-engineering, construction technology, or a related field.

Experience:

Two years of lead or supervisory experience in building and related inspections, plan checking, or code enforcement. Additional technical level experience in building inspection and building code enforcement may be substituted for the experience on a year-for-year basis.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of applicable I.C.C. certifications.

Established: 03/90

Resolution #:

Revised: 06/30/06; 05/3/21

Department: Community Development/City Manager

FLSA Status: Exempt