



## Deputy Chief Building Official

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### Summary

Under general direction, the Deputy Chief Building Official serves to assist the Chief Building Official in planning, directing, coordinating and supervising the activities and staff of the Building Division within the Community Development Department; coordinates, oversees and participates in plans examination operations, code enforcement, building, inspection and permit application processing; develops and provides comprehensive training programs for divisional staff; and represents the Chief Building Official in his/her absence.

### Class Characteristics

The Deputy Chief Building Official performs work that is highly complex and assists the Chief Building Official with facilitating the achievement of goals and objectives for the Building Division. Incumbents exercise independent judgment and make sound recommendations based on building plans examination results. The Deputy Chief Building Official is fully competent to perform responsible and difficult examinations of residential, commercial, and industrial buildings.

The Deputy Chief Building Official is distinguished from the Chief Building Official in that the former maintains a higher level and degree of responsibility and directs a division of the Community Development Department.

Direction is provided by the Chief Building Official or higher-level staff. Responsibilities include direct and indirect supervision of professional, technical and clerical personnel.

### 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:

Develop up-to-date interpretations of building codes, regulations and policies to City staff, decision-makers, and the public.

Administer federal, state, and municipal codes and regulations governing building construction and related matters.

Supervise the plans examination staff, issuance of building permits and verification of fees, and maintenance of records of permit applications assigned and processed.

Develop building code amendments and policies.

Review and supervise the examination of construction documents for residential, commercial, and industrial building construction and alterations ensuring that plans, structural calculations, and specifications comply with building and related codes and regulations.

Examine plans and calculations to verify stability and loading of structural members and connections. Determine adequacy of design to meet earthquake, wind-load, and material stress requirements.

Confer with homeowners, builders, engineers, and architects to give information and interpret building codes and regulations, recommend changes to obtain compliance, and review corrected plans for conformity with requirements.

Oversee coordination of construction and development review with other City departments.

Participate and provide input for building code compliance in the planning review process.

Initiate appropriate action to enforce code compliance, and prepare correspondence relating to the corrections of plans and engineering detail.

May make on-site construction inspections to confirm that construction complies with approved plans and specifications.

Advise building inspectors on structural and other building related problems arising in the field during construction; assist building inspectors as needed.

Keep informed of changes and legislation pertaining to assigned work; investigate new and substitute materials, new methods of structural design, and construction techniques; recommend appropriate changes in the building codes and regulations.

Utilize computer to record plan examination data, update data, and produce reports.

Participate in setting work priorities and coordinating and scheduling own assignments.

Perform related duties as assigned.

Skills/Abilities:

Work with mathematical concepts such as calculations of square footage and other calculations related to the work involving the review and examination of building construction process.

Prepare clear, concise, and accurate reports, correspondence, and other written materials.

Perform detailed analysis and examination of building and construction designs, specifications and plans, and reports, in order to reach sound conclusions.

Apply basic engineering and architectural principles and techniques to the solution of complex residential, commercial, and industrial construction problems and objectives.

Organize work and set priorities and exercise sound independent judgment within established procedural guidelines.

Maintain organized and accurate records of plan checking data and report, and other related documentation.

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 is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. 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 ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

**Qualifications**

**Knowledge of:**

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

Residential, commercial, and industrial construction materials, methods, and equipment.

Applicable codes and ordinances governing housing and building construction, rehabilitation, alteration, use, and occupancy.

Federal and state accessibility codes and regulations.

Appropriate safety and fire prevention construction and building methods.

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 a Bachelor's degree with major course work in either a construction-related field such as engineering or construction management, or a management-related field such as public or business administration.

**Experience:**

Four (4) years of experience performing plans examination or building inspection work.

Progressive advancement within a building division, including project management and supervision.

Experience with reach codes and green building codes.

**Certifications/Licenses:**

Must possess a valid California Class C driver's license.

Possession of an ICC (International Code Council) Plans Examiner Certificate is highly desirable, and must be obtained within two years of employment.

Possession of an ICC (International Code Council) Certified Building Official is highly desirable.

Engineering in Training (E.I.T.), or higher certification, is highly desirable.

Certified Access Specialist (CASp) obtained through the Division of State Architect (DSA) is highly desirable.

Established: 10/18/21  
Resolution #: 2021-170 N.C.S.  
Department: Community Development  
FLSA Status: Exempt