

**City of San Rafael  
Job Class Specification**

## **Job Title: Chief Building Official**

### **SUMMARY**

Performs a variety of management and complex building code inspection, supervision, and site development functions. Directs and controls all matters pertaining to the Building Division. Supervises plan review and inspection of buildings and structures in all stages of construction. Directs the issuance of permits and collection of fees for these services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Serves as the City's Chief Building Official.
- Oversees the review and performs complex plan reviews of building, subdivision improvement and development plans, reports, calculations, and specifications in verifying compliance with building, fire, zoning, and other codes, ordinances and resolutions.
- Oversees and provides information to interested parties on the City's Building code, and subdivision and site development program including code provisions, procedures, required submittals and plan processing, and inspection schedules.
- Develops and implements division policies and procedures.
- Issues stop-work orders in situations of deliberate or negligent non-compliance.
- Understands and interprets applicable codes, laws, ordinances and regulations. Provides code interpretations as required and recommends the adoption and amendment of codes, ordinances and regulations. Maintains construction, fire, and life-safety codes in conformance with current State law.
- Manages the division budget and is responsible for the day-to-day administration of the budget.
- Makes presentations to City Council as required.
- Provides staff with support in decision making and provides direction to technical staff.
- Maintains effective communications with staff through regularly scheduled meetings.
- Delegates meaningful responsibilities and authority.
- Maintains divisional records and other records.
- Analyzes the effectiveness of, and makes recommendations for, changes in procedures, policies and programs.
- Provides comments and conditions on planning applications for development.
- Maintains a permit-tracking system for the division.
- Selects consultants for peer review of soils, hydrology, structural, and accessibility elements of complex plans.
- Provides information on accessibility regulations to the public and other City Departments.
- Prepares monthly and annual reports of all activities of the Building Division.
- Gives talks and tabletop demonstrations to civic organizations, school groups & other interested parties.
- Responds to fire scenes or other emergencies, if requested by emergency personnel, to consult on matters of structural safety, or to assist in investigations.
- Assists in the development of departmental programs, goals, objectives, policies and procedures. Implements programs. Meets assigned goals.

- Gathers data and prepares and submits reports as required. Reports submitted are to be clear, concise, accurate, and on schedule, with appropriate recommendations.
- Attends meetings, hearings and court proceedings as required.
- Communicates objectives and requirements of State and local regulations to engineers, architects, consultants and others including the general public.
- Conducts inspections; investigates complaints. Takes appropriate actions to mitigate hazards.
- Enforces all applicable regulations, codes, and ordinances in a systematic, reasonable and uniform manner.
- Performs related duties as required.

#### **KNOWLEDGE OF:**

- Building and Safety laws, codes and regulations. Methods, materials, techniques and practices employed in building and site development, design, construction, and inspection. Principles of Supervision. PCs and related software. California & ADA accessibility regulations. California Energy regulations. Report preparation.
- California Building code.
- Instructional methods and public speaking.
- Principles of supervision

#### **ABILITY TO:**

Manage a building inspection and safety operation. Perform plan checks. Formulate, implement and maintain policy and procedure. Communicate effectively, both orally and in writing. Perform complex building and safety inspections. Supervise building safety personnel. Establish and maintain effective working relationships with Boards and Commissions. Establish and maintain effective working relationships with designers, property owners, builders and the public. Prepare clear, concise, accurate reports. Interpret codes & ordinances.

- Supervise administrative and building personnel.
- Develop and maintain effective working relationships.

#### **EDUCATION and/or EXPERIENCE:**

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: At least 6 years of progressively responsible professional experience construction related inspection and design review, and code enforcement with at least 3 years in a supervisory capacity. Practical experience with principles and practices of organization, administration, budgeting, and personnel management for a municipal government is preferred.

Training: Equivalent to an associate degree from an accredited college with major work in construction technology, engineering, or related field. ICC certification as a Building Inspector and Plans Examiner is highly desirable.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid CA driver's license is required.

## **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **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 frequently works in indoor conditions and frequently works near video display. The employee is occasionally exposed to outside weather conditions and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

FLSA Status: Exempt  
Prepared by: Leslie Loomis  
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