



## Chief Building Official

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### 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.

### Class Characteristics

General direction is provided by the Community Development Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

This class has division level responsibility for 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 Community Development Director in that the latter has overall management responsibility for the Community Development Department including Planning and Building Inspection divisions.

### 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.

Advise the Community Development Director and 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.

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 technical assistance to City staff, developers, committees, commissions or boards, and the public, either directly or through professional staff.

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

Act as staff liaison for the Building Board of Appeals.

Direct the preparation of and prepare a variety of written materials, including staff reports, memoranda, correspondence and similar documents. 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.

Train staff in work procedures and provide for his/her professional development.

Prepare, administer, and monitor a division budget.

Make persuasive oral presentations of ideas and recommendations.

Interpret and apply complex rules, regulations, laws and ordinances.

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.

Communicate effectively both verbally 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 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

Administration principles and methods, including goals, objectives and program development, work organization and delegation, and employee supervision.

Federal, state, and local codes and regulations governing housing and building construction, rehabilitation, alteration, use, and occupancy.

Principles and practices of budget preparation and administration.

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

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

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

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:

An Associate's degree with major 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.

Certificates/Licenses:

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

Applicable I.C.B.O. certifications are required.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Community Development

FLSA Status: Exempt