

BUILDING OFFICIAL

Approved: October 2023

FLSA: Exempt

Unit: Unrepresented Management



Definition
The Building Official exercises the legally mandated authority to administer, enforce and interpret all adopted State Building Codes, State Laws and municipal codes. Develops policies and procedures, supervises assigned staff and ensures all permit issuance, inspections and plan examinations are performed in conformance with adopted State Building Codes, State Laws and municipal codes.
Supervision received and exercised
Receives general direction from the Assistant Community Development Director or Community Development Director. Works under general guidance and direction and according to applicable departmental, City, State, and professional regulations, policies, procedures, and guidelines. Supervises assigned staff including Permit Manager, Building Permit Technicians, Plan Check Engineer, and Building Inspectors.
Class characteristics
This is a management classification that oversees, directs, and participates in the development of programs, projects, operations and services of the Building Division. This class provides assistance to the Community Development Department in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include development and implementation of policies, procedures, and codes; budget administration and reporting; contract administration; and program evaluation. The incumbent organizes and oversees day-to-day activities and operations of assigned functional areas, such as permitting, plan check, and inspection services. Successful performance of the work requires professional and technical skills in assigned functional areas, knowledge of public policy and municipal functions, as well as ability to coordinate and work with other City divisions, departments, stakeholders, and public agencies. The incumbent is accountable for accomplishing planning, operational goals and objectives related to the building team and for furthering the City goals and objectives within general policy guidelines.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none">• Participates in the development and implementation of goals, objectives, policies and priorities for the building division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.• Develops and manages division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.• Prepares, negotiates and administers contracts for, and coordinates and monitors, the work performed by outside consultants.• Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods and procedures; identifies opportunities and makes recommendations for improvement.• Plans, directs, coordinates and reviews the work assignments of assigned staff; assesses and monitors workload, support systems, and internal reporting relationships.• Supervises staff, prioritizes and evaluates work to assure the timely and accurate completion of assigned responsibilities; makes hiring recommendations, conducts performance appraisals, and effectively counsels and recommends disciplinary actions; and orients and trains new employees.• Ensures residential and commercial buildings and other structures within the City are permitted and built to conform to the various State Building Codes, State Laws and municipal codes.• Performs the more complex inspections personally as needed, when a question of policy is involved, or when necessary for establishing future procedure; interprets Building Codes, State Laws and municipal codes as needed.• Directs all on-site building inspections and performs such as needed, and processes and enforces certificates of occupancy.• Investigates, analyzes, responds and resolves atypical or difficult situations or public inquiries regarding building-related permits and inspection activities. Consults with homeowners, architects, engineers, organizations, and publications concerning materials, specifications, and ratings.• Attends conferences related to techniques of administration and enforcement of codes.

- Develops and maintains local modifications to state-mandated building codes; reviews and/or prepares revisions to existing codes and adopting ordinances; initiates recommendations to the Community Development Director and City Manager concerning improvements to existing ordinances.
- Directs all structural and non-structural building plan reviews and performs such as needed on all proposed residential, commercial and public building and development projects to ensure compliance with State Building Codes, State Laws and municipal codes. Approves or disapproves plans, alterations and changes.
- Under the direction of the Assistant Community Development Director or Community Development Director, develops and administers permit center operating policies as well as necessary and effective permitting approval requirements and procedures in conjunction with other lead permit review staff.
- Monitors changes in laws, regulations and technology that may affect City or division operations; implements policy and procedural changes as required.
- Participates in the selection and enhancement of software used in permit processing and works with assigned staff to ensure appropriate attention is focused on priority tasks and that staff has sufficient training and resources to be successful in their work.
- May represent the City, department and/or permit center at professional organizations, conferences, legislative hearings, and other external meetings or proceedings.
- Performs other duties as assigned.

Qualifications

Knowledge of

- Principles and practices of complex construction codes and related State and local ordinances and regulations; structural principals; and construction practices, including building, plumbing, mechanical, electrical, energy, resource conservation, accessibility, excavation and grading and fire suppression.
- Applicable Federal, State and local laws, codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Principles and practices of green and sustainable development.
- Principles, practices and methods for operating a building permit center, including establishing, monitoring and evaluating workflows and permit fees.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline and training of staff in work procedures.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Principles and practices of budget development, administration and accountability.
- Relevant government and/or community institutions, organizations, procedures, and processes.
- Modern office practices and methods, including computer equipment, web-based programs and software relevant to work performed.
- Principles and procedures of record-keeping, technical writing, and communication tools used for business functions.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to

- Plan, organize, direct and coordinate the Building Division.
- Effectively implement Federal, State and local codes and regulations, department policies, operations and procedures, and administer programs and activities related to the assigned functional areas.
- Select, train, motivate and evaluate the work of staff; establish and foster good working relationships with those supervised and contacted in the course of work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Develop and manage budgets.
- Understand, interpret and successfully communicate both orally and in writing pertinent ordinances, program policies and procedures.
- Coordinate a variety of programs, and establish and maintain effective working relationships with diverse staff at all levels, public officials, development community, and members of the public.
- Conduct research, analyze and evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Provide clear explanations on procedures and regulations and deal with contractors, professionals, and the general public with courtesy and tact.
- Effectively represent the City in meetings with governmental agencies, community groups, individuals, and various business, professional and regulatory organizations.
- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed, including electronic plan review.
- Establish and maintain of a variety of filing, record keeping and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Be flexible and adapt as needed.

Education and experience

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

- Equivalent to graduation from an accredited four-year college or university with major coursework in engineering, architecture, construction management or closely related field.
- Five (5) years of increasingly responsible experience in building plans examination, building inspection and/or construction management, including two (2) years management and/or supervisory experience.

Licenses and certifications

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- ICC certification as a Building Plans Examiner, Combination Residential or Commercial Building Inspector required at time of hire.
- ICC certification as a Certified Building Official required within one (1) year from date of hire.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Standing and walking between work areas and ability to traverse undeveloped and/or uneven terrain is required; occasionally may need to inspect various commercial and residential development sites. Time spent in the field performing building inspections as needed is required. Field work is performed at construction sites in various states of completion, where standard safety practices are always expected. May require climbing ladders, construction stairs, scaffolding and steep sites. Access to under floor areas and attic spaces requires bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain may be rugged. Sites may be wet and slippery. All weather conditions should be expected. Ability to lift and carry objects weighing up to forty (40) pounds is required.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.