



Building & Safety Official

Department/Division:	Building & Safety
Reports To:	
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	March 21, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under administrative direction, manages, plans, and directs the City's plan check and inspection of buildings, new construction for fire safety and the enforcement of a variety of municipal codes and regulations; coordinates activities with those of other City functions and outside agencies; performs related duties as required.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by employees in this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those that are non-essential job functions for this class.

1. Plans and administers functions involved in checking plans and inspecting buildings for compliance with laws, codes, ordinances, and regulations governing the safety, construction, and alteration of buildings including structural, electrical, mechanical, and plumbing and certain fire safety installations; issues building and related permits for building construction activities within the city.
2. Manages the staff and processes that provide information on building and certain fire regulations, permits, procedures, and related matters to developers, architects, engineers, contractors, and the general public.
3. Manages the staff and processes that provide for inspection and compliance with Housing Code, Property Maintenance Code, and related regulations.
4. Oversees the coordination of proposed projects through plan check review; participates in related meetings and addressing of issues.
5. Researches code requirements, new materials, methods of construction, and related matters and drafts or directs the drafting of code revisions; conducts and evaluates studies and prepares reports regarding the establishment of fee schedules.

6. Addresses complaints regarding activities and takes or directs appropriate corrective action; directs others in resolving field and office problems regarding the application or interpretation of codes and regulations; personally participates in the most serious issues.
7. Prepares and presents verbal and written reports on building inspection activities to superiors and the City Council; develops procedures and rules, and ensures compliance.
8. Develops and administers the budget for Building and Safety programs; administers contracts with consultants and approves payments.
9. Plans, organizes, and assigns work; selects staff; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.
10. Projects trends in work load activity; assigns work in the most effective and efficient manner to maximize productivity.
11. Represents Building and Safety at City Council, Planning Commission, professional and public meetings.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited college with a bachelor's degree in structural, mechanical, or civil engineering, architecture, or a related field and eight years of increasingly responsible experience as a supervisor or administrator in the design, construction, and inspection of public, commercial, industrial, and residential buildings or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge, Skills, and Abilities:

Knowledge of building, plumbing, electrical, mechanical, and fire related codes and regulations, including the Uniform Building Code; methods, materials, techniques, and practices employed in building inspection design and construction; principles and practices of organization, administration, budgeting, and personnel management; organization and functions of the various trades, agencies, and organizations involved in the construction process. Ability to supervise Building and Safety staff; deal effectively with contractors, developers, architects, engineers, representatives from public agencies, and the general public; communicate clearly and concisely, both orally and in writing; read detailed plans and specifications to determine compliance with appropriate codes; conduct the most difficult and complex inspections; coordinate fire safety regulation and enforcement activities with the Fire Chief.

Special Requirements:

Possession of or ability to obtain an appropriate California drivers license and a satisfactory driving record.

Possession of a Building Official Certificate issued by the Council of American Building Officials is desirable.

PHYSICAL DEMANDS

Frequent standing and sitting. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal occasionally.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Travel throughout the City is required.