



Department:	Com. Dev./Building
Bargaining Unit:	Executive Management
Salary Range:	X47
Last Revision:	April 1996

BUILDING OFFICIAL

DEFINITION

To manage and coordinate the activities of the Building Inspection Division; to assume responsibility for implementing City activities related to setting and ensuring compliance with building standards including plan check, inspection and zoning matters; to supervise and perform the more difficult inspections; and to approve plans and specifications, as necessary; function as the Chief Building Official; and to provide highly complex staff assistance to the Community Development Director.

SUPERVISION EXERCISED

Receives general direction from the Community Development Director.

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recommend goals and objectives; assist in the development of policies and procedures.

Manage, oversee, organize building inspection activities; coordinate building inspection activities with other City departments, architects, engineers, contractors, developers and the general public.

Supervise and review engineering design calculations for buildings, water lines, sewer lines, and other engineering structures.

Direct, oversee and participate in the development of the division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare Division budget; assist in budget implantation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Participate in recommending the appointment of personnel; provide or coordinate staff training and technical assistance including emergency disaster; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise and participate in building inspection activities; evaluate the need for and develop procedures, methods and schedules; assist in recommending and drafting building and related code changes.

Provide technical and administrative assistance to the Community Development Director; develop, prepare and present reports, surveys and other administrative activities; resolve work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.

Participate in professional and public meetings as required including job site and construction meetings.

Oversee and manage Division office operations; maintain appropriate records and files; coordinate work flow.

Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives ensuring compliance with appropriate laws and development standards.

Assist in preparing presentations for City Council; assist in preparing ordinance amendments related to building activities; enforce a wide variety of regulations and laws pertaining to public health and safety.

Provide information to the public; respond to the most difficult inquiries and complaints by the public; and perform the most difficult building inspections.

Make presentations to the City Council, commissions and other groups; explain division policies to the public, developers and builders.

Determine the need for building evaluations according to State historical code; determine appropriate alternatives.

Perform a variety of activities in support of the Building Inspection Division including preparing Requests for Proposals and contracts, directing health and safety investigations, reviewing engineering calculations and documents, and directing the issuance of building permits and citations.

Prepare reports, memoranda, letters and other forms of correspondence.

Act as Community Development Director as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and methods associated with developing building standards, plan check building inspection and code enforcement programs; construction methods and materials.

Budgeting procedures and techniques.

Principles and practices of the Uniform Building, Plumbing, Mechanical, and Electrical codes.

Principles of civil engineering, structural design, engineering mathematics and building inspection.

Research methods and sources of information related to building code enforcement.

Pertinent Federal, State and local laws, code and regulations.

Principles of supervision, training and performance evaluation.

Modern office procedures, methods and computer equipment.

Ability to:

Administer a variety of building inspection and related code enforcement activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.

Assist in preparing ordinances and code amendments.

Interpret building policies and procedures to the general public.

Interpret and apply City policies, procedures, rules and regulations as well as the Uniform Building Code.

Work effectively with builders, contractors and the general public.

Supervise, train and evaluate assigned personnel.

Prepare and administer a budget.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contracted in the course of work.

Experience and Training Guidelines

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

Experience:

Five (5) years of increasingly responsible experience in the inspection of public, commercial, industrial and residential buildings including two (2) years of administrative and supervisory experience.

Training:

Completion of two (2) years of college with major course work in engineering, construction technology or related field.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license.

Possession of I.C.B.O certification as a building Inspector.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, crouch, stoop, and squat; some ability to travel to different sites and locations.

Effective Date: April, 1996

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Resolution 96-109