

**BUILDING OFFICIAL**

**GENERAL PURPOSE**

Plans and coordinates the enforcement of laws and codes governing new building construction and the alteration of existing structures; performs building inspection activities; performs other work as required. This classification is a department head performing all the day-to-day activities of enforcing code and law provisions governing the construction of safe dwellings and commercial establishments. Also serves as the ADA Coordinator for ADA Title II compliance.

**SUPERVISION RECEIVED**

Works under the general supervision of the City Manager.

**SUPERVISION EXERCISED**

Exercises supervision over building inspector, and other part-time or temporary staff, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administers and operates the building inspection department.

Plans and coordinates the enforcement of laws and codes governing the construction of new buildings or altering existing structures.

Advises builders and homeowners as to the minimum standards of construction and materials.

Performs all field inspections on industrial, commercial, and residential buildings and on mobile home park developments.

Abates code violations in existing structures.

Formulates building inspection policy.

Confers with architects, contractors and others concerning building code provisions and construction methods.

Supervises and evaluates secretarial staff.

Prepares and monitors the department budget.

Reviews building plans for conformance with code provisions and performs plan checks to ensure code compliance.

Administers contract for structural plan check services performed by outside consultant.

Prepares a variety of correspondence and reports.

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Coordinates building project activity with other appropriate jurisdictions such as fire, planning, public works, utilities, environmental health, and the Coastal Commission, and assists them regarding code interpretations.

Manages construction projects on city hall.

Examines plans for conformance with erosion control policies.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

(A) Graduation from a standard senior high school or GED equivalent, supplemented by California community college course work in building inspection; and

(B) Five (5) years of increasingly responsible experience in work involving a detailed knowledge of uniform building codes including inspection or related building code enforcement activities; or

(C) Any equivalent combination of education and experience on a year for year basis.

### **Necessary knowledge, Skills and Abilities:**

(A) Thorough knowledge of: building, plumbing, mechanical and electrical codes; sign ordinances, Abatement of Dangerous Dwellings Code, State Administrative Codes and Americans With Disabilities Act; approved construction practices and techniques; organizational skills; and proper building construction inspection methods.

(B) Skill in the operation of the listed equipment.

(C) Ability to: supervise, coordinate and evaluate inspection and/or secretarial staff; interpret codes and regulations accurately for superiors, fellow staff, architects, engineers, builders and general public; work cooperatively with City Manager, City personnel and other agencies; write and speak clearly and effectively.

## **SPECIAL REQUIREMENTS**

A valid state driver's license, or ability to obtain one by start of employment. One or more I.C.B.O certifications, including but not limited to plans examiner, combination inspector.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; copy machine, fax machine, portable radio; phone; ladder or scaffolding; tape measure.

## **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.

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Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 4/98

Revised: 6/99