

BUILDING OFFICIAL

DEFINITION

Under general direction, enforces building codes, administers building safety programs and procedures and manages building permit review and approval; Manages the work activities of the Building Division.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Manages the work activities of the Building Division; enforces building codes, administers building safety programs and procedures and manages building permit review and approval; advises contractors, architects, engineers, designers, builders and homeowners on construction codes, ordinances and standards; reviews building plans for compliance with City building codes; identifies areas of non-compliance and recommends changes and modifications.

Responds to inquiries and questions from citizens, elected officials and City staff; creates and maintains reports of inquiries; writes staff reports and ordinances for code and permit-related issues; provides recommendations to City Council regarding revised, amended, updated, deficient and insufficient methods of construction; conducts field inspections to monitor and assist building inspection staff; meets with public, officials and staff to provide information on building codes.

Develops, prioritizes and schedules workload and deadlines of projects for completion by subordinate staff; evaluates the performance of assigned staff; responds to requests for assistance or guidance from assigned staff, other departments or citizens; prepares and overviews reports, documents and critical planning issues.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing building codes and safety

Knowledgeable of public relations and quality customer service techniques

Knowledgeable of structural design and construction materials

Knowledgeable of quality management and supervision principles

Skilled in reading and interpreting building plans and specifications

Skilled in identifying and recommending structural modifications for code compliance

Skilled in following and providing oral and written communications

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic, and construction sites.

QUALIFICATIONS

Bachelors degree in Engineering, Architecture or closely related field, **AND** five (5) years of progressively responsible experience in construction, building inspection or related work including two (2) years at a supervisory level **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.