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 Safety 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 to write 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;
- Develops, prioritizes and schedules workload and deadlines of projects for completion by 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, public relations and quality customer service techniques, structural design and construction materials, and of quality management and supervision principles
- Skilled in reading and interpreting building plans and specifications, identifying and recommending structural modifications for code compliance, following and providing oral and written communications and in establishing and maintaining productive working relationships
- Ability to effectively communicate verbally and in writing in English, diffuse conflicts with professionalism and courtesy, explain technical information to non-technical employees, contractors and residents.

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 and maintain a valid California Driver’s License.