



POSITION DESCRIPTION

Title:	Building Official	Department:	Community & Economic Development
Type:	Regular, Full-Time	FLSA Status:	Exempt
Pay Range:	M/112	Revised:	11/2018

DEFINITION

Direct, supervise, and coordinate the operations and activities of the Building Division. Assume responsibility for implementing all Town activities related to compliance with building standards; including regular inspections and corrections, as well as approval of building plans and specifications as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Community and Economic Development Director and administrative direction from the Town Manager, or designee. Exercises direct and indirect supervision over the professional and clerical staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

- Direct and supervise the overall activities of building, safety, and code enforcement activities; including participation in the development and implementation of goals, objectives, policies and priorities related to the Community and Economic Development Department.
- Oversee the review of building plans and specifications, and supervise the effective enforcement of building and safety codes, laws, regulations, and standards, promoting the general welfare of the Town by enforcing the Town's Municipal Codes.
- Perform field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of Town, State and federal agencies.
- Perform complex inspection duties in trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas.
- Inspect foundation, concrete, framing, plastering, plumbing, heating and electrical installations, and a large variety of other complex and routine building system elements.
- Investigate complaints and make inspections of existing buildings to determine if hazardous conditions exist relating to residential and light commercial construction and their use.
- Prepare written reports, issues notices to correct code violations and testify in court regarding violations.
- Examine plans and specifications of residential and minor commercial structures to ensure compliance with codes and ordinances.
- Prepare and recommend policies and amendments and revisions to the Municipal Code relating to the Building Division.

- Prepare budgetary estimates and perform all related work for the Building Division.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of changes.
- Resolve disputes between the Town and contractors.
- Make presentations to and prepare staff reports for the Town Council, commissions and other groups; explain Division policies to the public, developers and builders.
- Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving Town objectives and ensuring compliance with appropriate laws and development standards.
- Work with and maintain contracts with outside plan check and inspection firms, as needed.
- Oversee development and training of assigned staff; monitor and evaluate staff performance and work with human resources and department director on related staff performance issues.

PERIPHERAL DUTIES

- Respond to inquiries and complaints by the public.
- Prepare reports, memoranda, letters and other forms of correspondence.
- Issue citations to property owners and contractors.
- Process building permit applications.
- Prepare building department policy documents in a timely manner.
- Responsible for overseeing and managing all of the administrative duties of the Building Division including all report writing, records management (both paper files and computer database), and budgetary accounting of expenses and revenues of the division for the Department.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of current codes, Town ordinances, state statutes, and the rules and regulations affecting the operations and function of the Building Department.
- Thorough knowledge of modern construction methods, practices, materials, and equipment as applied to approval of plans and specifications and the inspection and plan review of buildings and structures.
- Thorough knowledge of building, electrical, plumbing, heating, and air conditioning inspections and plan review.
- Engineering principles, concepts and procedures as applied to building inspection and plan review.
- Budget preparation and administration.

- Principles of supervision, training and evaluation.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work, and to enforce building regulations with firmness and tact.
- Apply the principles and practices of organization, personnel, and financial management of the operation of a municipal division.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate staff.
- Interpret and apply administrative and departmental policies, laws and regulations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the inspection and plan checking of public, commercial, industrial and residential buildings, including significant supervisory responsibilities. Experience with California Building Code preferred.

Training:

Bachelor's degree from an accredited college or university, with major work in engineering, architecture, construction administration, or a related field preferred.

Licenses and certifications:

Possession of a Building Official Certificate issued by the International Code Council (ICC), or the ability to obtain within six months of appointment; possession of, or ability to obtain within 30 days of appointment, valid Class C California driver license.

Additional certifications such as mechanic, electrical, plumbing, and accessibility are preferred (both inspection and plan review certifications).

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software, motor vehicle, calculator, portable radio, ladder and scaffolding, tape measure, ruler, phone, copy and fax machine.

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.

While performing the duties of this job, the employee is frequently required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects, this will frequently involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to 8 hours a day. The employee is frequently required to sit, climb ladders/stairs, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required. Frequent walking on even and uneven surfaces is required.

The employee is required to occasionally lift and/or pull or push up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to relate to others, advise, counsel, influence, lead, train or give instruction, and work independently. Employee is expected to regularly interact with the public.

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.

Work is performed in both office and field settings. Frequent outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works and drives in outside weather conditions, which may include extreme heat or cold, windy and other wintery conditions. The employee will frequently be required to work near machinery, electricity, power and impact tools, dust, chemicals, fumes, and at heights.

GENERAL

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 Town reserves the right to revise or change classification duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. This position will be required to pass a physical assessment.

Received and Reviewed by:

Employee Signature

Date