

BUILDING OFFICIAL

DEFINITION

Under direction, to plan, organize, direct, and coordinate the building inspection and code enforcement functions of the County; to train, supervise and evaluate the work of assigned staff; to provide consultation for building ordinance revision and development; to perform complex and sensitive inspections and plan reviews; to approve building permits; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; to perform special assignments as directed; to provide administrative support for the Planning Director and the Board of Supervisors; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class for a top level management position which provides direction and supervision for the County's building inspection, plan checking, code enforcement functions as a major division of the Planning Department.

REPORTS TO

Planning Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Senior Building Inspector, Building Inspector, Building Plans Checker, Code Compliance Officer and Associate Engineer.

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EXAMPLE OF DUTIES

- Plans, organizes, directs, coordinates and administers the County's building inspection and code enforcement.
- Has responsibility for enforcement of building codes, laws and regulations.
- Develops and recommends Division goals, objectives and policies.
- Assists in preparing the Division budget.
- Assists in controlling fiscal expenditures and revenues.
- Assists in hiring Division staff.
- Supervises, evaluates, and insures proper training of Division staff in accordance with County Personnel Rules.
- Provides major input in the development and revision of County building ordinances.
- Develops and recommends changes in fee schedules.
- Serves on special County committees and task forces.
- Has responsibility for the proper development and maintenance of building inspection records.
- May perform the most complex and sensitive building inspections, plans checks, and enforcement functions.
- Approves the issue of building permits.
- Gives advice to contractors and individuals on construction procedures and practices.
- Performs special projects as assigned.
- Represents the County building inspection function with the public, community organizations, and other government agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; walk on sloped ground and uneven surfaces; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work may be performed in varying temperatures; occasional exposure to dust, chemicals, and gases; occasional exposure to hazards such a moving machinery parts, electrical current; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

KNOWLEDGE OF:

- Practices, tools, equipment, and materials used in the general construction trades.
- Design and principles of energy management.
- Development, revision, and administration of building ordinances and regulations.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building and related codes and ordinances enforceable by the County.
- Uniform Building, Plumbing and Electrical Codes.
- State Housing Act of California.
- Federal Americans with Disabilities Act law and regulations.
- General knowledge of County Zoning and Land Use Ordinances.
- Inspection methods and techniques.
- Plan checking and review.
- Principles of mathematics related to the building trades.
- Principles of work safety and work safety laws.
- Budget development and control.
- Principles of governmental administration, organization, supervision, training and employee evaluation.

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ABILITY TO:

- Plan, organize, manage, and direct County building inspection and enforcement.
- Provide supervision, training and evaluation for assigned staff.
- Perform complex plan checking and review assignments.
- Perform the most difficult and sensitive building inspections and code enforcement assignments.
- Apply a variety of inspection methods and techniques.
- Detect deviations from laws, regulations and standard construction practices.
- Read, interpret and explain building plans, specifications and building codes.
- Make arithmetical calculations quickly and accurately.
- Apply technical knowledge of building trades works.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.
- Prepare clear and concise written reports.
- Effectively represent County building inspection and enforcement functions with the public, community organizations and other government agencies.
- Establish and maintain cooperative working relationships.
- Obtain or maintain valid/active certifications as a Building Official.

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

Five (5) years of building inspection, plan checking, code enforcement experience.

Advanced educational training in Civil Engineering is highly desirable. Possession of current and valid registration as a Professional Engineer from the State of California is preferred.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Possession of a valid/active certificate as a Building Official at time of application or must be able to obtain valid/active certification within two (2) years from date of appointment. Certification shall be from the International Conference of Building Officials (ICBO) or International Code Council (ICC).

Pursuant to Section 1, Chapter 7, Part 2.5 of the Division 13 of the Health and Safety Code.