



**Classification Specification**

**CLASS TITLE: DEPUTY CHIEF BUILDING OFFICIAL**

**DESCRIPTION:**

Under general direction, the Deputy Chief Building Official serves to assist the Chief Building Official in planning, directing, coordinating and supervising the activities and staff of the Building Division within the Community Development Department; coordinates, oversees and participates in plan checking operations, code enforcement, building, inspection and permit application processing; develops and provides comprehensive training programs for divisional staff; and represents the Chief Building Official in his/her absence.

**DISTINGUISHING CHARACTERISTICS:**

The Deputy Chief Building Official performs work that is highly complex and assists the Chief Building Official with facilitating the achievement of goals and objectives for the Building Division. The incumbent exercises considerable independent judgment. The incumbent has extensive contact with public officials, employees, and the general public. The Deputy Chief Building Official is distinguished from the Chief Building Official in that the former maintains a higher level and degree of responsibility and directs a division of the Community Development Department.

**SUPERVISION RECEIVED AND EXERCISED:**

Direction is provided by the Chief Building Official or higher level staff. Responsibilities include direct and indirect supervision of professional, technical and clerical personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Assist with the development and implementation of goals, objectives, policies and priorities of the division; supervise, train, and evaluate assigned professional, technical and clerical personnel; develop and provide comprehensive training programs for divisional staff; provide training to new staff in terms of city policies, procedures, rules and regulations; provide ongoing training to staff as directed; ensure uniform application of the appropriate codes, rules and regulations.
- Supervise, coordinate and participate in plan check functions and counter operations of Building Inspection, including establishing, improving and coordinating the plan checking and Building Inspection procedures of the city; providing standardization of enforcement codes.
- Review and make recommendations on applicable codes, rules and regulations; interpret building codes and work with builders, property owners and craftsmen in making changes necessary to conform with codes; answer or respond to telephone, written or counter inquiries regarding building division policies, procedures and operations as necessary; respond to public complaints.
- Know and supervise the operation and maintenance of the computerized building permit processing system.
- Assist in preparing and administering the division budget. Prepare reports and memos regarding division operations as requested. Compile materials and assist in the preparation of reports, manuals and publications.

- Check details of building plans for compliance with residential and commercial zoning codes and laws; check more complex plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes; analyze, interpret and check complex plans, specifications and calculations; resolve disputes between Plans Examiner, or Inspection staff and developers, contractors, architects, engineers, and the general public; assist with overseeing the inspection and certification of resale residences; review and approve all major projects prior to permit issuance; issue Certificate of Occupancy for completed structures.
- Appear before public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety related problems, proposals, projects, and policies; serve as staff and provide recommendations to various city and citizen advisory boards and committees as assigned; act as staff advisor and prepare reports to the Building and Fire Code Board of Appeals; represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Serve as Chief Building Official as required.
- Other related duties may also be performed.

#### **KNOWLEDGE OF:**

- Principles, practices and methods used in building inspection administration and building maintenance programs;
- Principles and practices of public administration, budgeting and personnel management;
- Pertinent State and County codes and ordinances;
- CA Building Codes;
- State Historical Building Code;
- Municipal Codes;
- Approved building construction methods, materials and proper inspection methods;
- Legal procedures involved in enforcing building and safety regulations;
- Principles of supervision, training and performance evaluation.

#### **SKILLS IN:**

- Planning, organizing, assigning, reviewing, directing and evaluating the work of assigned staff;
- Selecting and motivating staff and providing for their work training and professional development;
- Reading, interpreting and explaining complex drawings, specifications, codes, ordinances and other related documents;
- Organizing and maintaining accurate records of division activities and projects;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

#### **ABILITY TO:**

- Organize, direct and coordinate the activities of the building inspection division and the building maintenance program;
- Interpret, explain and apply applicable policies, standards, and regulations;
- Analyze, interpret and check complex plans, specifications and calculations;
- Communicate effectively orally and in writing;
- Establish and maintain effective work relationships with City staff, developers, contractors and the general public;
- Supervise, train and evaluate assigned technical and support staff and implement goals, objectives, procedures and work standards;
- Exercise sound independent judgment within general guidelines;

- Evaluate building activities and recommend alternative or enhancements;
- Prepare clear and concise reports and make effective presentations;
- Meet appropriate physical demands necessary for adequate job performance;
- Utilize computers related to the work.

**QUALIFICATIONS**

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

Experience: Two (2) years of progressively responsible experience in the field of building inspection, plan check, and construction including project management and supervision.

Education: A Bachelor's degree from an accredited four year college or university with major course work in either a construction-related field such as engineering or construction management, or a management-related field such as public or business administration.

Substitution: Two (2) years college-level coursework in structural, mechanical or civil engineering, architecture or a closely related field and six (6) years' experience.

**OTHER REQUIREMENTS:**

- Must possess a valid California driver's license.
- An ICBO Combination Inspection Certificate is desirable.

**SPECIAL REQUIREMENTS:**

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

Classified

AMP Unit

FLSA Exempt

Adopted: 3/2017

Revised:

Title Change:

Abolished:

Class Code: 50464