



Classification Specification

CLASS TITLE: Chief Building Official

DESCRIPTION:

Under general direction, the Chief Building Official plans, directs and coordinates the activities of the Building Division within the Community Development Department; coordinates, oversees and participates in plan checking operations and building inspection; develops and provides comprehensive training programs for division staff and serves as a member of the department's management team. The Chief Building Official also holds responsibility for the administration of all City activities related to the setting and ensuring of compliance with model standards including plan check, inspection and zoning matters, including supervising and performing difficult or complex inspections.

DISTINGUISHING CHARACTERISTICS:

The Chief Building Official classification is a single position classification. The incumbent is responsible for work that is highly intricate and requires the ability to reason through and solve complex problems. The incumbent has extensive contact with public officials, employees, and the general public. The Chief Building Official is distinguished from the Deputy Chief Building Official in that the latter maintains a higher level and degree of responsibility and directs a division of the Community Development Department. The Chief Building Official is distinguished from the higher-level classification of Community Development Director in that the latter has the primary responsibility for the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Limited direction is provided by the Community Development Director. Responsibilities include the direct and indirect supervision of supervisory, professional, technical, and support staff.

ESSENTIAL DUTIES, KNOWLEDGE AND ABILITIES:

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

- Planning, organizing and directing the activities of the Building Division; participating in the development and implementation of goals, objectives, policies and procedures; preparing and administering the budget for the division.
- Supervising assigned staff within the Building Division; selecting, assigning, monitoring, reviewing, evaluating and directing the work of staff, including building inspection and plan checking; provides for their training and professional development; interprets City policies and procedures to employees; establishes work procedures and/or standards and ensures safe working practices; administers personnel policies.
- Establishing, improving, and coordinating the plan checking and building inspection procedures of the City; overseeing the establishment and maintenance of inspection records and files; reviewing and make recommendations on all new applicable codes, rules and regulations, and fees.
- Representing the Building Division at meetings of public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety-related problems, proposals, projects and policies; serves as staff for the Board of Appeals and the Board of

Condemnation and provide recommendations to various City and citizen advisory boards and committees as assigned; attends Commission, City Council, and other meetings when necessary.

- Coordinate activities of building inspection with other divisions; provide technical advice and information as necessary to ensure uniform interpretation and consistent enforcement of codes and compliance methods; respond to inquiries regarding building activity policies, procedures and operations as necessary; respond to public complaints; where permitted, to allow construction and occupancy where the codes are not readily applicable, without compromising safety.
- Perform the difficult field inspections and review and approve major projects inspections prior to permit issuance; review building permits to ensure compliance of all pertinent building and safety codes, ordinances, rules and regulations have been complied with; coordinate and review the activities of outside consultants.
- Prepare and submit a variety of statistics, reports, memos and correspondence on code compliance and inspection-related matters; monitor contracts and purchases of materials and supplies.

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:**MINIMUM REQUIREMENTS:**

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: Four (4) years of increasingly responsible building inspection and plan check experience in a management or supervisory role.

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:

- Possession a valid California driver's license.
- Possession of an International Conference of Building Officials (ICBO) certification as a plans examiner.
- Possession of an ICBO certification as a building inspector.
- Possession of a Council of American Building Officials CABO certification as a Building Official.

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.

Attest: _____
Assistant HR Director

Classified
AMP Unit
FLSA Exempt
Adopted: 7/1/94
Revised: 3/15/07; 10/2/12; 03/2017
Title Change:
Abolished:
Class Code: 50029