



BUILDING OFFICIAL

Department:	Community Development	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the direction of the Community Development Director, plans, coordinates, and manages the operations and activities of the building division of the Community Development Department; oversees the enforcement of all building related ordinances, codes, and regulations; performs plan checks; manages and participates in building inspections; responds to building/code enforcement inquiries and complaints; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and coordinates day-to-day building operations including building inspection, plans examination, permitting, and code enforcement.
- Leads and/or participates in the development, implementation, administration, and review of the City's building and code enforcement policies and procedures.
- Assists in the development and monitoring of the annual building division operating budget.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Oversees and provides customer service to the public at the front counter and via telephone.
- Performs construction plan checks; reviews and monitors plans for compliance with applicable building codes and health/safety regulations.
- Manages and oversees the inspection of residential, commercial, and public buildings; performs commercial and sub-standard building inspections.
- Administers and oversees the enforcement of all building, health, and safety codes governing the construction, use, and occupancy of public and private buildings located within the City's jurisdiction.
- Facilitates the timely and effective resolution of various types of building and code enforcement issues.
- May provide assistance in resolving zoning issues.

JOB DESCRIPTION

Building Official

- Prepares and maintains a variety of building records, reports, and documentation.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Building Code Administration or related field; AND five years experience managing building inspection and code enforcement operations; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Certification as a California Building Official (CALBO) and Building Inspector Certification issued by the International Code Council (ICC) are required.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Building operations, policies, and procedures.
- Regulations, codes, and ordinances pertaining to building inspection and code enforcement.
- Construction principles, methods, techniques, and materials.
- Principles and practices of drafting and engineering.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

Required Skill in:

- Managing and coordinating the daily operations of building and code enforcement.
- Interpreting, applying, and enforcing building, health, and safety regulations.
- Reviewing construction plans and monitoring for regulatory compliance.
- Overseeing and participating in the inspection of commercial and residential buildings.
- Responding to public inquiries regarding various building and code enforcement matters.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment and in the field.
- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, climbing ladders, utilizing hand tools, and lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, buildings in various states of construction, substandard structures, hazardous chemicals and materials, infectious diseases, rodents, and potentially hostile members of the public is involved.