

JOB DESCRIPTION

City of Patterson



Human Resources

CHIEF BUILDING OFFICIAL

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general administrative direction of the Community Development Director, performs a variety of supervisory, administrative and technical work in the conduct of building inspection, permit processing and code enforcement and compliance activities; plans, organizes, supervises, reviews and participates in the work of professional, technical, contract and office support staff; coordinates activities with other City departments, outside agencies and organizations; develops and implements programs and procedures within the Building Division; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Community Development Director.

Exercises direct supervision over professional, technical, contract, and clerical staff.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees and contract personnel to ensure that codes are properly enforced with uniformity, equity, and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other City departments, outside agencies, contract service providers and organizations.

Manage the development, implementation and maintenance of division goals, objectives, policies and procedures and priorities for each assigned service area.

Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides and coordinates staff training; ensures ongoing review of codes and methods of inspection for subordinates; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff and contract services personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.

Oversees and participates in the development and administration of the Building Division budgets; participates in the forecast of necessary funds for staffing, materials, services and supplies; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

Provides technical and professional advice of building issues; prepares and coordinates reports and presentations on current issues as needed; recommends codes and processes for building code enforcement; participates in professional organizations; maintains statistics and reports on construction activity.

Monitors and keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.

Participates in coordinating and conducting field inspections of building construction, plumbing and electrical installations; interprets and enforces City building codes; supervises programs related to structural and nuisance abatements.

Responds to and resolves difficult and complex inquiries and requests for information; responds to service issues and complaints; represents the Division with other City departments, other agencies, and the public.

Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff, and the public.

Performs related duties and responsibilities as required.

MIMIMUM QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive building inspection and plans examining program.

Organizational and management practices as applied to the analysis and evaluation of Building Division programs, policies and operational needs.

Modern and complex principles and practices of building inspection and plans examining program development and administration.

Principles, practices and methods used in various building construction areas, including structural, plumbing, electrical and mechanical.

Principles and practices of program and budget development, administration and evaluation.

Methods and techniques of supervision, training and motivation.

Basic principles of structural design, engineering mathematics and soil engineering.
Applicable federal, state and local laws, codes and regulations.

Methods and techniques of scheduling work assignments.

Standard office procedures, practices and equipment, including a computer and applicable software.

Methods and techniques for record keeping and report preparation and writing.

Occupational hazards, standard safety practice, and safe driving principles and practices.

Ability to:

Provide administrative and professional leadership and direction for the Building Division.

Plan, organize, direct and evaluate the work of subordinate staff.

Supervise and participate in the establishment of division goals and objectives.

Read and interpret complex building plans and specifications.

Maintain I.C.B.O. certification through continuing education programs.

Identify and respond to community and City Council issues, concerns and needs.

Interpret and apply applicable Federal, state and local laws, codes and regulations.

Organize, prioritize and follow-up on work assignments.

Analyze problems, identify alternative solutions, consequences of proposed actions and implement recommendations in support of goals.

Follow written and oral directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Education: High school diploma or general education degree supplemented by college level course work in building inspection, architecture, construction technology, civil engineering or a related field. A Bachelor's degree is desirable.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what 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 building inspection/code compliance, including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of a valid Class C California Drivers License.

Possession of I.C.B.O. Building Inspector Certificate.

Possession of or ability to obtain within one year of appointment, C.A.L.B.O. certification as a Building Official.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in a standard office environment. Additionally, this position requires working outdoors in all weather conditions, including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards.

Physical Conditions: Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and personal services. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds, or more is also required. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy construction areas and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.