CITY OF EL CERRITO

BUILDING OFFICIAL

*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.*

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Building Division within the Environmental and Development Services Department including inspections, plan check, permitting, and code enforcement; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Development Services Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Development Services Manager. The incumbent may also receive direction from the Environmental and Development Services Director or his/her designee.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Assume management responsibility for assigned services and activities of the Building Division including structural, electrical, plumbing and mechanical inspections, plan check, permitting, and code enforcement.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels and applicable technology.

Plan, direct, and coordinate the work plan for Building Division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Supervise and participate in plan checking, permitting, building inspection and code enforcement activities; interpret, apply and enforce applicable building codes; receive and investigate reports of building code violations; recommend building code revisions.

Authorize and initiate payments for repairs and maintenance of City facilities and buildings; ensure ADA compliance of City facilities.

Essential Functions (continued):

Select, train, motivate and evaluate Building Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the Building Division's annual budget and fee system; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the Building Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Development Services Manager.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection, plan check and code enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a building services program, including inspections, permitting, plan checking, and code enforcement.

Principles and practices of structural design.

Principles and practices of program development and administration.

Methods and techniques of building plan review.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations including uniform building, plumbing, mechanical and electrical codes, and ADA provisions.

Ability to:

Oversee and participate in the management of a comprehensive building services program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Analyze, interpret and check complex plans and specifications for applicable code compliance.

Participate in the development and administration of division goals, objectives and procedures.

Ability to (continued):

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

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

Research, analyze and evaluate new service delivery methods and techniques.

Interpret, apply and enforce applicable building codes.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Assimilate information, process logically, and make sound decisions

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that 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 design, construction, inspection or engineering involving application of building, plumbing, and/or electrical codes, including at least two years of administrative and supervisory responsibility, preferably in local government.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, construction management, public or business administration, or a related field.

License/Certification:

1. Possession of a valid California Driver's License.
2. Certification from the International Code Council as a plans examiner and combination commercial inspector, building official, or equivalent.
3. Registration as a professional engineer or architect in the State of California, certification in green building LEED AP, certification by the Division of State Architect as a Certified Access Specialist (CASp), and energy certificate are desirable.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Never
		Driving:	Frequently
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Frequently
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required-hard hat, Required-protective clothing.