



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.*

SUMMARY DESCRIPTION

Under direction of the Development Services Director, supervises, assigns, reviews, and participates in the work of staff responsible for the inspection of buildings and structures in all stages of construction, alteration and repair; enforces building, plumbing and electrical codes; reviews building plans and specifications for conformance with applicable codes; enforces code compliance; provides professional and technical assistance to department staff in assigned areas of responsibility; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

IDENTIFYING CHARACTERISTICS

The Building Official is a single incumbent management level class responsible for the administration of all City activities related to establishing, interpreting, and ensuring compliance with code standards, including plan check and inspection; the incumbent in this position must possess a thorough knowledge of building construction practices and accepted safety standards, as well as all pertinent codes, ordinances and regulations. The incumbent is responsible for proposing policy and developing goals and objectives for the Division. In addition to serving in a management capacity, incumbents will also perform the full range of building inspection functions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for the inspection of buildings and structures in all stages of construction, alteration and repair; enforces state laws, regulations, and local codes and ordinances in a uniform and systematic manner.
2. Establishes schedules and methods for providing building inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures;

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makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.

4. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the division's budget; submits budget recommendations; monitors expenditures.
6. Inspects residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code compliance for structural, electrical, plumbing, mechanical, handicapped accessibility, and energy installations; issues stop work orders in situations of deliberate or negligent noncompliance; maintains records of inspections made and actions taken.
7. Responds to inquiries in person and/or over the phone from builders, contractors, developers, property owners, and tenants regarding specific code requirements.
8. Responds, investigates, and takes necessary action relative to code violation complaints including building and nuisance ordinances.
9. Supervises and participates in the examination of plans and specifications for completeness and compliance with applicable codes and regulations and/or proper conditions; ensures a comprehensive and efficient plans examination process is conducted.
10. Assists applicants, developers, architects, engineers, and the general public at the public counter; reviews routine plans and specifications; issues permits and collects fees.
11. Assists in code enforcement of existing structures which become unsafe or otherwise fall out of compliance with City codes and ordinances.
12. Supervises the classification, coding and filing of records, plans, maps and other similar documents; oversees the establishment and maintenance of inspection records and files.
13. Reviews and makes recommendations on all existing and new applicable codes, rules and regulations; proposes adoption of and amendments to codes and ordinances.
14. Provides technical advice and information as necessary to ensure uniform interpretation and consistent enforcement of codes and compliance methods.
15. Responds in writing regarding complaint investigations and performs and coordinates code enforcement program with Community Development staff.
16. Discusses compliance problems with owners, contractors and foremen; provides code interpretation as required; issues citations for violations of code provisions when applicable.
17. Conducts pre-construction meetings.
18. Provides written documents and testimony for court cases involving building inspection activities, enforcement and regulatory activities.
19. Serves as an ex officio member of the Board of Appeals and provides secretarial duties for the Board.

20. Coordinates activities of building inspection with other divisions, departments, and outside agencies as necessary; confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
21. Attends and participates in professional group meetings; makes presentations to City Council as required; stays abreast of new trends and innovations in the field of building inspection and plan checking.
22. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
23. Participates in the selection of Code Enforcement Staff, provides or coordinates staff training, works with employees to correct deficiencies, and implements discipline procedures.
24. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for code enforcement.
25. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a comprehensive building code administration and enforcement program.
2. Principles of supervision, training, and performance evaluation.
3. Principles, practices, and techniques of plan checking and building inspection.
4. Code enforcement practices and techniques. Properties of building materials.
5. Construction methods and technology.
6. Accepted self-safety and health standard.
7. Procedures and other regulatory agencies involved in the permit process.
8. Legal procedures and due process in building codes administration.
9. Municipal codes and ordinances regulating the building of structures and land use/zoning.
10. Basic principles and practices of municipal budget preparation and administration.
11. Principles and procedures of record keeping.
12. Principles of business letter writing and basic report preparation.
13. Modern office procedures, methods, and equipment including computers.
14. Computer applications such as word processing, spreadsheets, and statistical

databases.

15. Pertinent federal, state, and local laws, codes, and regulations including the Uniform Building, Plumbing, Mechanical, Electrical, and Fire Codes and their administration.

Ability to:

1. Coordinate and direct a comprehensive building code administration and enforcement program including plans examination and building inspection services and activities.
2. Supervise, organize, and review the work of assigned staff involved in building inspection activities.
3. Select, train, and evaluate staff.
4. Recommend and implement goals, objectives, policies and procedures for providing building inspection activities.
5. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
6. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
7. Prepare clear and concise reports.
8. Participate in the preparation and administration of assigned budgets.
9. Be proactive with and anticipate future potential problems relating to projects, as well as the operation of the Division.
10. Achieve and maintain, through team effort, quality work and excellent customer service.
11. Interpret building and related codes logically and explain the rationale clearly to staff and customers.
12. Understand, read and interpret plans and specifications.
13. Forecast potential problems and proactively seek and identify efficient solutions.
14. Represent the City effectively in meeting with others.
15. Analyze complex problems, evaluate alternatives and make creative recommendations.
16. Interpret and explain complex laws and regulations.
17. Plan and organize work to meet changing priorities and deadlines.
18. Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

19. Work cooperatively with other departments, City officials, and outside agencies.
20. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
21. Communicate clearly and concisely, both orally and in writing.
22. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in building construction, engineering, architecture, or a related field. A Bachelor's degree is preferred.

Experience:

Five years of professional work experience in building or structural design, construction, plan check, inspection or research in building technology, including two years of administrative and/or lead supervisory experience.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.
Certification as a Building Official by the International Conference of Building Officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites and in outside weather conditions.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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Johnson & Associates