

City of Imperial Beach
POSITION DESCRIPTION

Title: Building Official
Department: Community Development
Division: Building

GENERAL PURPOSE

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Building Division within the Community Development Department including plan checking, issuance of building permits, building construction inspection services and activities, and code enforcement; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Community Development

SUPERVISION RECEIVED

Works under the direct supervision of the Community Development Director

SUPERVISION EXERCISED

Exercises direct supervision over assigned building inspection and code enforcement staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assumes management responsibility for assigned services and activities of the Building Division including plan checking, issuance of building permits, and building construction inspection services, permit services, public information, code enforcement and activities.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; implements new ordinances and resolutions as well as new state laws and codes.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff and permit applicants to identify and resolve problems.

Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

City of Imperial Beach
Building Official
Page 2

Provides responsible staff assistance to the Director of Community Development; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Building Division programs, policies, and procedures as appropriate.

Supervise the examination of plans and specifications for completeness and compliance with applicable codes and regulations; maintain an efficient plans examination process; coordinate contract plans examination services.

Oversee the enforcement and interpretation of applicable codes and ordinances; conduct field investigations and inspections as necessary; confer with owners, architects and engineers on design and construction plans; ensure that all structures inspected adhere to applicable standards and codes.

Represent the City in developing countywide uniformity of building code interpretations and policies.

Serves as the liaison for the Building Division to other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Oversees the maintenance of records and files including those related to applications, permits, fees, and correspondence related to building matters; oversees the administration of new automated permit tracking and code enforcement case tracking systems.

Interact with the general public and other officials to address issues related to building codes and building inspection services, and code enforcement.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building inspection and plan checking.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs related duties as required.

SPECIAL REQUIREMENTS

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 the plan checking and inspection of commercial, industrial, and residential buildings including two years of administrative and supervisory responsibility.

License or certificate:

Possession of a valid California Driver's license.

International Code Council/International Conference of Building Officials (ICC/ICBO) Certification as a Building Official is required within a specific time period.

ICC/ICBO Building Plans Examiner Certification is highly desirable.

ICC/ICBO Combination Building Inspector Certification is highly desirable.

KNOWLEDGE OF

Operational characteristics, services, and activities of a comprehensive plan checking, permit issuance, and building inspection program.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

General principles of civil engineering, structural design, engineering mathematics, and soil engineering.

Methods, materials, and progressive steps used in the construction of buildings and related structures.

Pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.

City of Imperial Beach
Building Official
Page 4

Building construction principles and practices, including detailed familiarity with carpentry, plumbing, electrical, and other building trades.

Practices and procedures of contracting in the building construction industry and public building projects.

Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.

Accepted building construction safety standards and methods.

Permit processing procedures.

Building plan review principles and practices.

Modern office procedures, methods, and equipment including computers and automated permit programs.

Principles and procedures of record keeping and reporting.

ABILITY TO

Oversee and participate in the management of a comprehensive building inspection, permit issuance, and plans examination program.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

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

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

Prepare and administer large program budgets.

Oversee the maintenance of complete and accurate records.

Prepare clear and concise technical, administrative, and financial reports.

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

City of Imperial Beach
Building Official
Page 5

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

Understand, interpret, explain, and enforce pertinent federal, state, and local policies, laws, and regulations including provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.

Analyze, interpret, and accurately check complex building plans, specifications and calculations.

Enforce necessary regulations with firmness and tact.

Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Gain cooperation through discussion and persuasion.

Demonstrate an awareness and appreciation of the cultural diversity of the community

Communicate clearly and concisely, both orally and in writing.

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

PHYSICAL DEMANDS

Environment: Indoor and outdoor environments; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments; work at heights and in confined areas. Work schedule is 9/80 with alternating Fridays off in a biweekly period an alternating schedule with Building Division staff may be arranged. Work environment is both formal and informal, team oriented, having variable tasks, pace and pressure.

Physical: Primary functions require sufficient physical ability to work in an office and field settings and operate equipment and vehicles; works from ladders and walks on uneven terrain, loose soil, and sloped surfaces; FREQUENT walking; sitting; standing; upward and downward flexion of neck; side-to-side turning of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils; moderate wrist torque to twist equipment knobs and dials; lifting objects weighting up to 20 lbs. From below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate

City of Imperial Beach
Building Official
Page 6

reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.