

City of Imperial Beach
POSITION DESCRIPTION

Title: Deputy Building Official
Department: Community Development
Division: Building

GENERAL PURPOSE

Performs a variety of routine and complex administrative and technical work in administering and enforcing building and related codes.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

Exercises supervision over building inspectors, plan and other part-time or temporary staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Prepares a variety of studies, reports and related information for decision-making purposes.

Prepares and administers the annual operating budget of the building department.

Enforces a variety of codes, including California Building Code, California Mechanical Code, California Plumbing Code, National Electrical Code, California Fire Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc.

Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.

Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.

Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.

Coordinates plan reviews, inspections, and enforcement actions.

PERIPHERAL DUTIES

Review proposed subdivisions for code compliance.

Performs the duties of a plans examiner or inspector, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- (A) Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction, and
- (B) Four (4) years of experience in general construction and related fields.
- (C) Any equivalent combination of education and experience on a year for year basis.

KNOWLEDGE OF

Thorough knowledge of international building codes and national electrical codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry. Considerable knowledge in electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge international building codes, zoning and land use applications. Skill in the operation of the listed equipment.

ABILITY TO

Ability to establish effective working relationships with contractors, develops, architects, engineers, owners, and the general public; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing;

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment. One or more I.C.C. certifications, including but not limited to plans examiner, combination inspector.

TOOLS AND EQUIPMENT

Personal computer, including Microsoft for word and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.