

CHIEF BUILDING OFFICIAL

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

DEFINITION

Under general direction, participate in and supervise, lead, assign, and review the work of subordinate building inspectors, code enforcement officers, and other assigned staff in the performance of building inspections, plan review, zoning and code enforcement, nuisance abatement, and project management or case management activities for conformance with building plans, specifications, codes, ordinances, and standards.

DISTINGUISHING CHARACTERISTICS

The Chief Building Official is distinguished from the Building Inspector II in that the latter is the journey level class and performs the full range of building inspection and code enforcement duties for residential, commercial, and industrial structures. The Chief Building Official is the supervisory/management level responsible for the administration and management of the building inspections work unit and performs the more difficult and complex inspections using professional judgment to make sound decisions based on a broad level of knowledge of code requirements and City policies and procedures. This class is responsible for first line supervision, works more independently, and exercises a greater degree of discretion in execution of duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supervise and participate in the work of building inspectors engaged in plan reviews and/or inspection of residential, commercial, and industrial structures under construction or alteration.
- Review and interpret existing local, state, and national codes and regulations.
- Investigate code and ordinance violations including building, zoning, weed abatement, vehicle abatement, and business licensing; issue citations as necessary.
- Investigate nuisance complaints by taking pictures, posting compliance notices, meeting with owners; and preparing correspondence.
- Coordinate the work of the building inspection work unit with other agencies, engineers, contractors, architects, and other concerned people to provide maximum service.
- Investigate and inspect very difficult and complex building and code enforcement problems.
- Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
- Evaluate the work of building inspectors, code enforcement officers, and other assigned staff.
- Oversee the maintenance and preparation of job records, contractor progress payments, change orders, and all other records necessary to document construction contracts and inspections.

- Research and resolve difficult customer service problems which include internal and external customers, applying rules, laws, ordinances, regulations, policies, and procedures and appropriate judgment to meet customer needs.
- Maintain files and records and prepare reports, legal forms, and correspondence.
- Implement and correlate policies and procedures to establish uniformity of residential and commercial building codes.
- Inspect foundations, framing, plastering, plumbing, heating, electrical installations, and a large variety of other building elements in commercial and residential construction.
- Confer with architects, contractors, builders, engineers, and the general public in the field and office and respond to general questions on building and zoning.
- Accept building plans for plan check; conduct non-structural plan checks; issue building permits as appropriate.
- Develop and conduct in-service training programs for building inspectors and code enforcement officers on proper inspection/enforcement techniques, work procedures, and construction/zoning, nuisance codes interpretation.
- Participate in hearings and appeals of citations.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Municipal building and related codes and ordinances; Uniform Building, Plumbing, and Electrical Codes; State Housing Act of California.
- Zoning and land use ordinances.
- Inspection methods and techniques.
- Mathematics related to the building trades.
- Weed, Vehicle, and Public Nuisance Abatement regulations and procedures.
- Industrial Safety Regulations related to the work of the unit.

Ability to:

- Plan, supervise, train, and monitor the work of staff engaged in a variety of code inspection and enforcement activities.
- Read and interpret plans, specifications, and blueprints of construction projects.
- Establish and maintain effective working relationships with architects, builders, contractors, suppliers, other public officials, employees, and the general public, particularly in situations that might involve adversarial situations.
- Prepare reports and draft ordinances for approval by the City Council and prepare complaints for legal action.
- Prepare and present clear and concise written and oral reports.
- Read, write, and speak English at a level necessary for satisfactory job performance.
- Operate a variety of vehicles and mechanical equipment safely and effectively.

Minimum Qualifications

Experience and/or Education:

EITHER: Three years of experience as a Building Inspector II with the City of American Canyon; -OR- Five years of building inspections experience in a public agency with at least two of the required years of experience in a supervisory or lead capacity.

Note: A bachelor's degree in construction management, civil engineering, architecture, or a closely related field may substitute for two of the five years of required outside experience.

Certificate

Possession of a valid certificate as a Certified Building Official from the International Code Council is required within the first nine (9) months of employment.

License Requirement

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements

Evening, weekend, or holiday work may be required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Chief Building Official	1/1992	12/2004		2201	Exempt	2
Chief Building Official		10/2015-Cert. Requirement				

		7/2017- Educ. Require ment				
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APPROVED: *Dana Sneyly*
City Manager

Date: 7/19/17