

JOB DESCRIPTION



BUILDING OFFICIAL

(Exempt, Management Position)

DEFINITION

Under general direction and supervision of the Director of Planning and Community Development, the Building Official plans, organizes, manages, and coordinates the Building Division activities, which includes building permit processing, public information, building permit plan review, building inspection, management of structural engineering plan check consultants, building code compliance, and supervision, training, and evaluation of subordinate personnel; to recommend and implement City policy concerning building safety matters; to enforce and administer construction and safety codes; and to provide highly responsible and technical staff assistance; other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a Management level classification responsible for the operation of the Building Division of the Planning and Community Development Department and functions as the Building Official for the City of Ukiah. The position reports to the Director of Planning and Community Development and exercises significant independent judgment in the application and enforcement of building codes and ordinances within the City. The position is expected to exercise initiative in ensuring that building codes used by the City meet current legal and professional guidelines. Direct supervision is exercised over assigned professional, technical and clerical personnel.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to, nor all-encompassing of the duties to be performed under this job title.) (E) Essential Duty; (M) Major Portion of Time

Essential Duties:

- Manage, coordinate, and/or supervise the daily operations of the Building Division, including public counter activities, issuance of building permits, scheduling and overseeing inspections, and assessing and resolving complex permit, code and procedural questions and problems. (E,M)
- Participate in the development and implementation of goals, objectives, policies and priorities; (E)
- Function as the Building Official for the City, reviewing and enforcing laws, ordinances and codes; monitor and implement changes in Uniform code requirements and construction techniques. (E,M)
- Plan, organize, control and evaluate the functions and activities of the Building and Code Compliance Division including building inspection, plan checking, and zoning code enforcement; (E)
- Supervise the Code Compliance Coordinator to include program development, refinement of procedures, review and discussion of case logs, and providing regular reports to Director of Planning and Community Development and City Council. (E)
- Establish, improve and coordinate the plan checking and building inspection procedures of the City; (E)
- Perform plan checks of Building Permit applications for compliance with adopted building codes, ordinances, laws and regulations, including conferring with contractors regarding related installations or deficiencies; (E,M)
- Supervise, train and evaluate subordinate professional, technical and clerical personnel. (E)
- Supervise and manage structural engineering plan check consultants; (E)
- Enforce all appropriate building, zoning, and safety codes and ordinances; (E,M)
- Resolve difficult and complex building and code compliance problems, meeting with developers, contractors, architects, engineers and homeowners; (E)
- Appear before public agencies, business and civic groups and other organizations in the presentation and discussion of building and safety related problems, proposals, projects and policies;
- Participate in the preparation of, and administration of the Building division budget, including submitting budget recommendations and monitoring expenditures; (E)
- Perform and supervise field inspections of construction and development as required; (E,M)
- Maintain a high level of public relations;

- Perform special studies, write reports and develop programs related to building safety, improving public service, etc.
- Enforce housing codes and abatement of dangerous building, including issuing and authorizing “Stop Work” orders and “Unsafe for Occupancy” notices, addressing complaints, scheduling inspections related to code enforcement, and following up on abatements; (E)
- Use independent judgment in the field and make final determinations requiring a Building Official’s opinion (E, M).
- Ability to be called out any time of day or night to determine safety of structures following emergency and natural disasters (E).
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, administration, personnel and budget management; principles and practices of the California Building, Plumbing, Mechanical and Electrical Codes, and pertinent State and City codes and ordinances; principles of structural design, engineering mathematics and architectural plan review.

Ability to:

Organize, direct and coordinate the activities of a division in a manner conducive to full performance and high morale; analyze, interpret and check complex plans, specifications, calculations, laws and regulations; compute building permit fees as derived from the Uniform Administrative Code and Building Valuation data; communicate clearly and concisely, orally and in writing; communicate building permit requirements and building plan deficiencies to builders in a professional, articulate, and courteous manner; plan, organize, direct, establish and maintain cooperative relations with administrative officers and public and private organizations; work independently and productively; use, or be familiar with, various computer systems and software, including Microsoft Word, Excel, and Access; supervise, train and evaluate subordinate professional, technical and clerical personnel, and evaluate building activities and recommend alternative methods or goals designed to improve professional and efficient service to the community.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Sufficient years of increasingly responsible experience of a supervisory, administrative or professional nature in the design, construction and inspection of public, commercial, industrial or residential buildings to demonstrate possession of the knowledge and abilities listed above; Education - Equivalent to a Bachelor’s degree from an accredited college or university with major work in structural, mechanical, or civil engineering, architecture or a closely related field.

License or Certificate:

- Possession of a certification as a Certified Building Official issued by the Council of American Building Officials (CABO) and International Code Council (ICC), or equivalent certification is required. Applicable building inspection certifications necessary to perform the duties of the position are required.
- This classification requires the use of a personal or City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess a valid, Class C, California motor vehicle operator’s license.

WORKING CONDITIONS

The Building Official primarily works outdoors and must possess the physical ability to perform on-site building inspections of residential, commercial, and industrial buildings, which requires the ability to walk over rough, uneven or rocky surfaces, climb ladders, climb into crawl spaces, carefully navigate in, around and over open utility trenches and other obstacles and working in a variety of weather conditions with exposure to the elements. Inspecting sites requires visual clarity and the ability to hear alarms and the operation of construction equipment.

The Building Official may also sit indoors for extended periods and must have the ability to change positions and stretch. Using a computer, calculator and other standard office equipment requires making continuous or repetitive arm-hand movements. Books, files, and boxes of documents and plans weighing less than 30 pounds are carried more than 30 feet.

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