

## CLASS SPECIFICATION



**CLASS:** Assistant Building Manager  
**ALLOCATION:** Community Development Services Agency  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** July 2022

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### **JOB SUMMARY:**

Under general direction, assists the Building and Code Enforcement Manager in the supervision and coordination of the day-to-day activities of the Building Division; assists in establishing policies and procedures related to Building Division functions including permitting, inspections and plan review; provides complex staff assistance and professional expertise to the Building and Code Enforcement Manager, Assistant CDSA Director, CDSA Director, County Administrator, Board of Supervisors, other departments and external agencies; and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a first level manager in the building series and reports directly to the Building and Code Enforcement Manager. Incumbents in this class are responsible for assisting with the management, planning, reviewing and evaluating the work of the Building Division; assisting in the development and implementation of divisional goals, objective, policies, and procedures; assisting with budget preparation and forecasting; and representing Building in meetings with County departments, various agencies, contractors, and the general public. This class is distinguished from the Building and Code Enforcement Manager in that the latter has overall management responsibility for the activities and functions of the Building and Code Enforcement Department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Assist Building and Code Enforcement Manager in managing and directing the Building Division.
- Assist in developing Division goals and objectives; assist in the development of and implementation of policies and procedures.
- Plan, organize, coordinate, and direct building inspection, plan review and permit issuance activities, under the direction of the Building and Code Enforcement Manager; assure all relevant codes, statutes and regulations are applied.
- Develop and implement the Building Division's work plan; assign projects and programs; monitor, review and evaluate work, methods and procedures.
- Plan, organize, assign, and supervise assigned staff directly and through subordinate supervisors; review and evaluate the work and performance of subordinate staff; provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; initiate performance improvement plans, propose and administer discipline.
- Assist in the interview and selection of staff; provide for the training and professional development of assigned staff.
- Monitor and interpret changes in laws, codes and regulations related to activities and functions; evaluate their impact upon County activities, and develop and implement policy and procedural changes as appropriate.
- Assist in the preparation and review of the Building Division budget, assists in budget implementation, participates in the forecast of funds needed for staffing, equipment, materials and supplies, administers approved budget.
- Perform permitting, inspection, and plan review duties in the absence of technical staff, and provides technical assistance as necessary.
- Prepare or review a variety of narrative and/or statistical reports, correspondence and other written materials; prepare or direct preparation and distribution of written and verbal information; make presentations before the Board, committees, the public, etc.
- Research and conduct studies; develop and review reports of findings, alternatives and recommendations; direct the maintenance of accurate records and files.

**Important**

- Act as department representative in emergency or disaster response activities.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.
- Drive a vehicle to attend regularly scheduled meetings.

**EMPLOYMENT STANDARDS:****Knowledge of:**

- Principles, techniques, and practices of effective program management and administration.
- Principles and practices of building design, construction and inspection.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training.
- Principles and practices of organizational analysis and management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles, practices and procedures related to building activities.
- Applicable federal, state and county laws, statues, codes, and regulations.
- County and department policies and procedures.
- Safety practices, legal liabilities and responsibilities.
- Effective research and report preparation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Geographic features and locations within Yuba County.

**Skill in:**

- Administering, organizing, and directing building inspection, plan review and permit tracking programs through staff management and supervision.
- Planning, organizing, supervising, reviewing, training and evaluating the work of others.
- Interpreting, applying and explaining complex federal, state and local laws, codes and regulations.
- Performing complex and sensitive building inspections.
- Defining complex problems, analyzing alternatives and recommending solutions.
- Preparing, reviewing and approving comprehensive analyses and reports, policies, procedures, correspondence and other written materials.
- Using initiative and independent judgment and making sound decisions within laws, regulations and general policy guidelines.
- Using tact, discretion and prudence in working with others.
- Project management.
- Establishing effective interpersonal relations with the general public and personnel at all organizational levels and maintaining them over time.
- Communicating effectively both orally and in writing.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Read and interpret complex plans and specifications.
- Pay careful attention to detail and be thorough in completing work tasks.
- Enforce regulations firmly, tactfully and impartially.
- Make effective public presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Explain complex rules and programs so others can easily understand them.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Work within a team framework, both as a leader and a member.
- Instill individual accountability and responsibility by immediately responding to behavior.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Occasional bending, stooping, squatting, climbing, reaching above or at shoulder level, kneeling, pushing/pulling, and twisting at waist.
- Strength and mobility to lift and/or maneuver up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work is performed both in office and in the field at various residential, commercial and public buildings, as well as vacant land.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- Exposure to loud noises at industrial sites; potential hazards at various construction sites; hazards of electrical wiring; fumes and odors of gases and exhaust; dust of households, storage spaces; animal and human waste; dissatisfied and potentially hostile individuals.
- Work may include extended hours, weekends, holidays, evenings or irregular hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possession of the four core I.C.C. Certificates: Building, Mechanical, Electrical and Plumbing or their equivalent (Residential Combination Inspector Certificate).
- Maintain professional development and continuing education activities for ongoing certification as required by position.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation, which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to an Associates of Science degree in building inspection technology, pre-engineering, or a field related to the work and five years of progressively related experience in performing building inspection or plan checking, with at least two years as a lead or supervisor. *Candidates with strong experience who lack the degree are encouraged to apply. Additional experience as defined above may be substituted for the education on a year for year basis.*

**PREFERRED:** In addition to the minimum requirements, an additional I.C.C. Building Official or I.C.C. Plan Checker Certificate, additional related education and progressively related experience as defined above in a California governmental agency.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval: Department Head  
Date:

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

EEOC: B  
WC: 9410

Established: July 2022  
Revised: