

CLASSIFICATION SPECIFICATION



CLASSIFICATION:	Chief Building Official	ESTABLISHED:	Prior to 1990
ALLOCATION:	Community Development & Services Agency	REVISED:	January 2016
FLSA STATUS:	Exempt		
UNION AFFILIATION:	Non-Represented		

JOB SUMMARY:

Under broad managerial supervision, provides overall direction of the Building Department within the guidelines set up by the Community Development and Services Agency Director; determines and formulates departmental policies and procedures; plans, organizes, directs and reviews the activities and operations of the Building Department including building inspection, code enforcement and plan review; coordinates assigned activities with other County departments and external agencies; ensures compliance with Federal, State and local laws and regulations; provides professional expertise to the Community Development and Services Director, Board of Supervisors, County Administrator, other departments and external agencies; and performs other duties as assigned. This is an executive level classification.

CLASS CHARACTERISTICS:

This classification is appointed by the County Administrator. This position reports directly to the Community Development and Services Agency Director. This class is distinguished from the Community Development and Services Agency Director in that the latter has overall management responsibility for all agency activities and functions including Public Works, Environmental Health, Planning, Finance and Administration and Building.

EXAMPLES OF DUTIES:

Essential:

- Develop, direct and coordinate the implementation of goals, objectives, policies, procedures and work standards for the Building Department; provide input on the administration, management and operations of the Community Development and Services Agency.
- Plan, organize, coordinate, supervise through subordinate managers and supervisors; review and evaluate the work of management, supervisory, professional, technical and clerical support staff.
- Ensure Federal, State and local building codes, ordinances and regulations are fully enforced; work with County Counsel to prepare cases of violations; testify in court as required.
- Participate in the administration, development and forecasting of funds needed for staffing, equipment materials and supplies for the Building Department budget; review departmental revenue and expense activities and reports.
- Monitor developments in the field of building inspection, code enforcement and plan review, including changes in the law and regulations; evaluate their effect upon County operations; solicit input from County departments and/or external agencies; and recommend and implement policy and procedures improvements.
- Direct the preparation and personally prepare a variety of reports for presentation to the County Administrator, Community Development and Services Director, Board of Supervisors and other agencies; represent the County in meetings with individuals and groups.
- Confer with and provide information to developers, engineers, architects, property owners and others regarding code requirements and alternatives and County policies and procedures; resolve complaints and problems within the required laws, regulations and standards.
- Review plans and specifications for buildings and related construction involving installation, remodeling, replacement and repair for use in performance of inspections.
- Personally perform professional level work on the more complex inspections; spot check field inspections, building permits and inspection documentation.
- Provide technical guidance to staff regarding code enforcement, building inspection and plan review; interpret laws, codes, policies, regulations and procedures to staff; ensure legality and consistency of application.
- Review documentation and maintain accurate records of inspections, actions taken and regulatory efforts; issue citations to correct code violations.

Important:

- 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 and peripherals in the course of the work.
- Drive a motor vehicle.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation, employee training and development and discipline.
- Principles and practices of budget development and administration.
- Principles and practices of building design, construction and inspection.
- Laws, codes and regulations related to the work including, building, electrical, plumbing, mechanical and housing codes; Health and Safety Code; and Public Safety Code.
- Functions and operations of related agencies and community organizations, including Federal, State and local agencies and their roles in building enforcement matters.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in confrontational or strained situations.

Skill in:

- Administering building, code enforcement and permit activities and staff through subordinate management and supervision.
- Selecting, motivating and evaluating staff and providing training and professional development.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing and administering the department budget.
- Developing training materials and training others in code details and inspection techniques.
- Enforcing laws, codes and regulations firmly, tactfully and impartially.
- Directing the collection, analysis and interpretation of data pertaining to building and permitting activities.
- Performing the most complex and sensitive building inspections.
- Detecting deviations from approved plans and specification, detecting substandard materials and workmanship.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective public presentations.
- Preparing and directing the preparation of clear and concise staff reports, policies, procedures, correspondence, draft ordinances and other written materials.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Understand, interpreting, explain and apply complex Federal, State and local laws, codes, and regulations.
- Analyze situations accurately and make effective decisions.
- Use initiative and independent judgment within general policy guidelines.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- 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.
- Prepare and maintain accurate records and files.

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.
- Drive a motor vehicle in order to attend meetings and inspect properties.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Occasionally lift and/or move materials weighing up to 40 pounds.

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

Work Environment:

- Typical office setting
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- May require work with exposure to potential hazards at various construction sites.

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:

- Possess valid certification as a Building Official by the International Code Council or other nationally recognized authority **OR** registration as an Architect or Civil Engineer in the State of California.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include 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: Bachelor's Degree from an accredited college or university with major coursework in construction management, engineering, architecture, public administration or a closely related field and five years of increasing responsible professional building inspection and plan checking experience, including two years of experience in a supervisory capacity. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum, an advanced degree in a related field as previously defined and additional years of management experience in a community development agency,

which has included budget development and administration; and program planning, implementation and administration.

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:
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____