

CLASS SPECIFICATION



CLASS: Supervising Building Official
ALLOCATION: CDSA
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: June 2005
REVISED: October 2016

JOB SUMMARY:

Under general supervision, plans, assigns, supervises, reviews and evaluates the work of building division staff; plans, directs and coordinates the activities of the building division; develops goals, objectives, standards of performance and policies and procedures to ensure compliance with County, State and Federal building codes and regulations; reviews plans and issues permits; develops and trains staff in County codes and regulations, policies and procedures while working with the public to effectively resolve complex technical concerns; performs the full range of building division work; and performs related work as assigned.

This is the supervisory level in the building inspection series.

CLASS CHARACTERISTICS:

This position reports directly to Chief Building Official. This class is distinguished from the Chief Building Official in that the latter has management oversight for the entire building division. Incumbents are accountable for a broad depth of knowledge and comprehensive understanding of all aspects of the Building Inspection functions.

EXAMPLES OF DUTIES:

Essential:

- Supervise and evaluate the work of assigned building inspection staff; organize and assign work, set priorities and follow up to ensure timely completion; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Recommend and assist in the implementation of goals, objectives, procedures and work standards for Building Inspections; establish schedules and methods for building inspections; implement policies and procedures.
- Evaluate building division operations; analyze internal processes and recommend, develop and implement procedural or policy changes to improve operations; prepare various reports on operations and activities.
- Participate in the selection of staff, including conducting interviews and making staffing recommendations to management.
- Assist with the analysis and monitoring of the budget for the Building Division.
- Review plans and specifications for proposed construction projects; work closely with plan check and engineering regarding structural and safety requirements for building design.
- Act as liaison between division staff, contractors and owners to resolve differences; coordinate and assist architects, engineers, contractors, owners, departments and agencies with problem resolution, special application and code interpretation.
- Research and analyze new and revised construction methods and materials for compliance.
- Analyze and evaluate inspection programs and code interpretations; resolve highly sensitive, complex or technical concerns; respond to complaints regarding unfair enforcement of County regulations.
- Perform the full range of assigned subordinate duties on a relief or day-to-day basis.
- Build and maintain positive working relationships with co-workers, County employees and the public using principles of good customer service.

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, in the course of the work.
- May drive a County motor vehicle to attend various meetings or visit various work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Administrative principles and practices, including strategic planning, goal setting, resource allocation, program development, implementation and evaluation, and the management of employees.
- Types of building construction, materials and methods and all stages of construction.
- Modern principles and techniques of building construction and inspection work.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Applicable codes and ordinances enforceable by the County, including the California Building, Electrical, Plumbing and Mechanical Codes.
- Research methods and sources of information related to building code enforcement.
- Pertinent federal, state and local laws, codes and regulations.
- State mandated inspection programs.
- Record keeping principles and practices.
- Computer applications related to the work.
- Correct usage of the English language as it relates to business including spelling and punctuation.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards related to assigned operations.
- Motivating, developing and directing people as they work; training staff in work procedures.
- Interpreting local, state and federal laws, codes and regulation and applying them to County operations.
- Interpreting, applying and explaining complex requirements, rules and regulations to property owners, residents, engineers, architects, developers, property owners and the public.
- Reviewing plans and design specification for compliance with standards.
- Explaining legal requirements accurately and tactfully; understanding customers' perspective, concerns, needs and requests.
- Applying technical knowledge and following proper inspection techniques in examining workmanship and materials, detect deviations from plans, regulations and standard construction practices.
- Investigating, researching, collecting and compiling data.
- Determining whether construction systems conform to County code requirements.
- Effectively handling sensitive building inspections, the most complex and sensitive zoning and related violation inspections and negotiating effective mitigation solutions.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Representing the County in meetings with groups and individuals.
- Preparing clear, complete, accurate and concise reports and other written materials in a timely manner.

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.
- Organize work, schedule and coordinate assignments, maintain accurate files, set priorities, meet critical deadlines and maintain composure when working under pressure.
- Work within a team framework, both as a leader and a member.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Advise others on standard construction methods and requirements for commercial, industrial and residential buildings.
- Analyze situations quickly and objectively and determine proper course of action.
- Read, understand, interpret, follow, apply and communicate Federal, State, County and laws,

rules, regulations, department policies and procedures and complex building plans and codes; enforce departmental rules, policies and procedures.

- Communicate clearly and concise, both orally and in writing.
- Pay careful attention to detail and be thorough in completing work tasks.
- Impartially enforce regulations with firmness and tact.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.
- Establish and maintain cooperative working relationships with staff, other County employees, representatives from other city, county, state and Federal justice agencies, general public and others contacted in the course of the work.

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 III) 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, industrial and public facilities.
- 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.
- The work may require 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:

- Possession of all of the following ICC Building, Mechanical, Electrical and Plumbing Certificates or their equivalent (e.g. Residential Combination and Commercial Combination Inspector Certificates) as determined by the appointing authority.
- Maintain professional development and continuing education activities for ongoing certification as required by position.
- 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: Possession of all of the following I.C.C. Building, Mechanical, Electrical, Plumbing Certificates or their equivalent and four years of progressively responsible experience as a Building Inspector or Plan Checker which includes at least one year lead or supervisory experience.

PREFERRED: In addition to the minimum, additional I.C.C. Plans Examiner Certificate and/or additional Plan Checker or Building Inspector experience in a public agency building or planning department.

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:

EEOC: B
WC: 9410

Human Resources Approval:
Date:

Signature: _____

Signature: _____