

CHIEF BUILDING OFFICIAL

Bargaining Unit: Management

FLSA Status: Exempt

DEFINITION

Under the direction of the Economic and Community Development Director, the Chief Building Official performs plan check duties, provides technical support at the building counter, supervises assigned staff in the Building Division, provides expert professional and technical assistance to departmental staff in assigned areas of responsibility; and performs related work as required.

CLASS CHARACTERISTICS

This position plans, organizes, assigns, directs, reviews and evaluates staff and activities related to building permit issuance and code enforcement.

EXAMPLES OF DUTIES *(illustrative only)*

- Responsible for and performs in-house plan checking including review of the work of in-house plan checking staff or contract staff who provide plan checking assistance; administers such professional service contracts.
- Responsible for Building, Plumbing, Mechanical, Electrical, Energy, and Green Codes Inspection and ensuring compliance with all building, fire and safety standards and regulations.
- Responsible for Code Enforcement activities and ensuring that buildings and uses comply with City, State and Federal ordinances and laws.
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards and the biennial budget for the department in assigned areas of responsibility.
- Recommends selection of assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.
- Prepares and presents Building and Code Enforcement Department reports to the City Council, Planning Commission and other public agencies with analysis, findings and recommendations.
- Coordinates the Building Division activities with other City departments and other public and private agencies.
- Manages and coordinates fire sprinkler permitting, inspection and plan check in cooperation with the Fire Department.
- Prepares and issues complex legal notices to maintain public safety and assists other City departments when necessary, with enforcement on dangerous buildings and public nuisances.

- Confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
- Conducts various studies, considers alternatives, and makes recommendations; prepares a variety of periodic and special reports.
- Represents the City in meetings with representatives of governmental agencies, architects, engineers, contractors, property, and business owners and the public; handles difficult inquiries or community complaints.
- In the event of an emergency, organizes and participates in the structural evaluation, documentation of damage, repair, inspection, and approval of public and private structures citywide.
- Responsible for periodically amending and updating the building, plumbing, mechanical, electrical, energy, and green codes that are adopted by the City.
- Monitors developments related to building inspection and code enforcement matters; evaluates their impact upon City operations and recommends policy and procedural improvements.
- In his or her absence, may serve as the Economic and Community Development Director on a relief basis.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following:

Bachelor's degree from an accredited college or university in civil engineering, architecture, construction management or a closely related field.

-AND-

Five (5) years of responsible management experience as a chief building official, unit supervisor or division manager in building inspection services which included managing inspection services involving complex residential, commercial and industrial facilities, and code enforcement services.

Licenses and Certificates:

Certifications as a Chief Building Official by the International Code Council is required within 18 months of hire.

Knowledge Of:

- Principles, practices, techniques of plan checking, building inspection, and Code Enforcement.
- Supervisory principles and methods, including goal setting, budget preparation and administration, training, and work scheduling and evaluation techniques.
- Applicable City, County, State and Federal laws, codes, ordinances, and regulations.

Ability To:

- Oversee in-house plan checking, perform in-house plan checking, and review work of all plan check staff including contract staff.
- Manage, plan, organize, assign, direct, review and evaluate the work of assigned staff; select, train, motivate and evaluate personnel.
- Implement and interpret policies, procedures, goals, objectives, and work standards; analyze complex problems, evaluate alternatives, and make creative recommendations; interpret and explain complex laws and regulations.
- Exercise initiative and sound independent judgment within general policy guidelines.
- Perform duties with the utmost professionalism and high ethical standards.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Represent the City effectively in meetings with others and prepare clear, concise and competent reports, correspondence and other written materials utilizing strong verbal and written communication skills.
- Maintain a customer service orientation with the public, developers and City staff.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Travel: Positions in this class may require local and statewide travel as necessary.