



Department: Development Services
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FLSA Status: Exempt
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JOB TITLE: Building Official

SUMMARY:

Under general direction of the Development Services Director, directs, manages, supervises, and coordinates the activities and operations of the Building and Code Enforcement Divisions including plan checking, issuance of building permits, building construction inspection, and code enforcement activities; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the Development Services Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

Administration (50%)

- Assists with the development and implementation of goals, objectives, policies and priorities of the Development Services Department.
- Interprets legal requirements and confers and corresponds with engineers, architects, building and property owners, and contractors on building code, zoning code and procedural issues.
- Provides training, direction and supervision over building inspectors, technicians, code enforcement officers, support staff, consultants, and other part-time or temporary staff as assigned.
- Makes presentations and represents the Building Division at City Council meetings, Commission meetings, and at professional and public meetings.
- Performs research and recommends amendments to codes, policies and procedures.
- Participates in budget development and administration.

Building (25%)

- Checks building construction plans for completeness, adequacy and conformance with local, state and federal requirements. Coordinates special plan check services for commercial, industrial and other projects.
- Performs on-site inspections to verify compliance with code requirements, including quality of materials and methods of construction; examines completed projects for compliance with City zoning and land use requirements and adherence to safety standards and local, State and federal construction requirements.
- Ensures compliance with the Phase II Municipal Separate Storm Water Sewer System (MS4) Permit and the City's Post-Construction Standards Plan as they relate to plan

checks, inspections, enforcement, staff and site operator training, and annual verification of maintenance of storm water treatment and hydro modification measures.

- Serves as ADA Compliance Officer for the City. Completes and/or coordinates plan check and inspection services pursuant to the Construction-Related Accessibility Standards Compliance Act (Civil Code Section 55.51 *et seq.*).

Code Enforcement (25%)

- Works closely with the Planning Division, Public Works Department, Electric Utility Department, Shasta Lake Fire Protection District and other local and State agencies on mutual issues associated with code and ordinance compliance.
- Performs and administers necessary inspections to enforce codes related to building, housing, abatement, zoning, grading, clearing, erosion control and additional municipal codes; issues correction notices and citations.
- Resolves complex and sensitive code violation issues, either personally, by telephone or in writing; maintains case files for all code violations.
- Provides technical information to Abatement Hearing Officers and assists in preparing legal cases involving code and ordinance violations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Five years of increasing responsible experience in building construction, plan check, building inspection, code enforcement/nuisance abatement with demonstrated knowledge of California Building Standards Codes, including at least two years of supervisory experience.
- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in architecture, civil or structural engineering or related fields, supplemented by specialized training in building construction inspection and plan checking.
- Read, interpret, understand, apply, explain and enforce local and State building and zoning codes.
- Communicate effectively orally and in writing with contractors, developers, architects, engineers, property owners, and the general public.
- Compose clear and comprehensive letters, reports, resolutions and ordinances.
- Analyze complex issues and develop and implement appropriate responses.
- Analyze, interpret and check complex plans, specifications, calculations, laws and regulations.
- Facilitate appropriate corrective action from property owners regarding violations.
- Conduct building inspections.

- Present reports to City Council and various committees.
- Work independently without close supervision.
- Prioritize and schedule work.
- Meet schedules and timelines.
- Maintain up-to-date knowledge of regulations.
- Establish and maintain effective working relationships.
- Operate a computer and related software.
- Plan, coordinate and document projects.
- Represent the Building Division at meetings.
- Excellent interpersonal skills.
- Excellent oral and written communication.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

Possess knowledge of:

- City operations, policies and procedures.
- Principles and practices of management, organization, training, administration, budgeting, customer service and work direction.
- Local and State laws, codes, ordinances and zoning regulations.
- Applicable building code provisions, regulations, ordinances pertaining to building construction and materials.
- Technical aspects of building construction.
- Modern methods of construction and building materials.
- Organization and functions of the various trades involved in the building permit approval process.
- Blueprints and schematics used in building construction.
- Code enforcement and nuisance abatement procedures.
- Occupational hazards and standard safety procedures.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California drivers' license.
- Certification as a Combination Inspector by the ICC.
- Preferred to possess Certified Access Specialist Program (CASP) certification
- Preferred to possess Certified Code Enforcement Officer through the California Association of Code Enforcement Officers (CACEO)

Within one year of employment:

- Certification as a Building Official by the International Code Council (ICC)
- Certification as a Combination Plans Examiner by the ICC
- Qualified Stormwater Pollution Prevention Plan Practitioner (QSP) certified by the California Stormwater Quality Association (CASQA).

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 50 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.