

BUILDING OFFICIAL

Definition:

Under general direction, plans, organizes and manages the activities of the Building Division of the Development Services Department including plan checking, building inspection and permit processing; participates in the performance of the more difficult and/or complex plan checks and field inspections; interprets and makes decisions on technical problems and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes and directs the work of Building Division staff in the application and enforcement of codes related to the construction, alteration and occupancy of residential, commercial and industrial buildings.

Performs or assists in the performance of the more difficult and/or complex plan checks and field inspections.

Interprets and makes decisions on technical problems of code enforcement.

Supervises the plan check process including the review of plans and specifications for building construction code compliance.

Supervises on-site inspection work during various phases of construction as needed.

Confers with architects, engineers, builders, developers and property owners regarding the interpretation of code requirements and City construction regulations.

Manages the selection, training, supervision and evaluation of assigned staff.

Interprets and administers the Municipal Code as related to area assigned.

Prepares applicable ordinances for management, staff and City Council review.

Represents the division at a variety of meetings to include City Council meetings.

Coordinates work projects with other divisions, departments and governmental agencies as applicable.

Attends professional meetings and conferences and advises management on building trends, developments and emerging requirements.

Manages, prepares and directs the division budget and establishes and reviews division objectives, standards and procedures.

Researches, compiles, organizes and interprets a wide variety of data and makes oral and written presentations.

Independently composes and issues correspondence and reports.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of files and records weighing 30 pounds or less.

Class Characteristics:

Building Official is a single incumbent division manager position within the Development Services Department and has broad responsibility for the safe, efficient and effective administration of division activities.

Contacts and Relationships:

The Building Official establishes and maintains contact with Development Services Department staff and staff in other City departments. Additional contacts are established and maintained with a variety of individuals to include architects, engineers, builders, contractors, developers and public/private representatives. Contact with the public will occur during the course of some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Applicable regulations governing building construction and building practices, methods, materials and inspections.

Plan checking principles and practices.

National Pollutant Discharge Elimination System (NPDES) general requirements.

Legal procedures involved in the enforcement of building codes.

Effective supervisory techniques.

Methods of making oral and written presentations.

Methods and procedures of budgeting, research and analysis.

Public relations and customer service techniques.

Negotiating and conflict resolution techniques.

Current sources of information in the field of building construction and inspection.

Computer applications related to area assigned.

AND

Ability to:

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Interpret and apply applicable laws and City and division/department rules and regulations.

Research and prepare reports and correspondence.

Prepare and monitor a division budget.

Communicate effectively orally and in writing.

Manage, supervise, train, evaluate and provide technical advice to staff.

Interpret plans and interpret and apply applicable laws, rules and regulations.

Coordinate division activities with other City departments/divisions.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Use a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree from an accredited college or university with a major, or major course work, in Structural Engineering, Civil Engineering, Architecture or a related area.

AND

Experience:

Five years of progressively responsible professional experience in a municipal building services department to include two years of supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Building Official file financial disclosure statements in accordance with state and local laws.

Possession of an International Code Council (ICC) certificate as a Certified Building Official or ability to obtain same within two years of appointment to this position, in accordance with California Health and Safety Code Section 18968.

Registration as a Civil Engineer in the State of California or ability to obtain same within two years of appointment to this position.

Physical Tasks and Working Conditions Include the Following:

Work is performed both in an office environment and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent uses a computer, keyboard and related equipment, data recording equipment, basic hand tools, small and large hand probes and drives a vehicle on City business. An incumbent sits, stands, walks, reaches, bends and grasps. When performing inspections an incumbent kneels, crouches, twists, climbs stairs, ladders and inclines, crawls and works in confined spaces. In the field an incumbent may walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, damp conditions, construction fumes, solvents, chemicals, dust, soil, electrical hazards and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative/Professional

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