

## **CITY OF WINTERS**

### **CHIEF BUILDING OFFICIAL**

#### **DEFINITION**

To plan, direct and coordinate the activities of the Building Inspection Services; to coordinate, oversee and participate in plan checking operations.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Development Director. Exercises direct supervision over assigned staff.

#### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

#### **ESSENTIAL FUNCTIONS**

Supervise, train, and evaluate assigned personnel.

Plan, direct and coordinate the activities of the Building Inspection Services.

Develop and implement goals, objectives, policies and priorities of the division.

Establish, improve and coordinate the plan checking and building inspection procedures of the city; provide standardization of enforcement codes.

Review and make recommendations on all new applicable codes, rules and regulations.

Coordinate building inspection activities with other divisions and departments of the city.

Prepare and administer the division budget.

Develop and provide training programs for other staff.

Analyze, interpret and check complex plans, specifications and calculations.

Check details of building plans for compliance with residential and commercial zoning codes and laws.

Review and approve all major projects prior to permit issuance.

Issue Certificate of Occupancy for completed structures.

Oversee the establishment and maintenance of building inspection records and files.

Regular and consistent attendance.

### **OTHER JOB FUNCTIONS**

Answer or respond to telephone, written or counter inquiries regarding building division policies, procedures and operations as necessary; respond to public complaints.

Appear before public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety-related problems, proposals, projects, and policies.

Prepare reports and memos regarding operations as requested.

Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other city employees, the building community and the public using principles of good customer service.

Perform related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of organization, administration, personnel and budget management.

Principles and practices of the adopted Building, Plumbing, Mechanical, and Electrical Codes, and pertinent state and county codes and ordinances.

Approved building construction methods, materials, and proper inspection methods.

Principles of structural design, engineering mathematics, and soil engineering.

Legal procedures involved in enforcing building regulations.

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Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of work safety.

Ability to:

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws; regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules, policies and procedure; explain and interpret policy.

On an intermittent basis, walk, stand, kneel, climb and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation.

Climb ladders or scaffolding, ranging up to 50-60 feet, in order to access and walk on roof tops, walk on 6/12 pitched roof tops; access and enter cramped quarters such as crawl spaces located under buildings or spaces such as attic areas; walk over rough uneven or rocky surfaces, and to jump over trenches and other obstacles.

Organize, direct, and coordinate the activities of the Building Services.

Analyze, interpret and check complex plans, specifications, and calculations.

Interpret and apply related laws, rules and regulations.

Supervise, train, and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Four years of building inspection experience or closely related activities including considerable supervisory responsibilities.

**Training:**

Associate of Arts or Science degree with major coursework in building design, inspection, construction or a related field. Prefer bachelor's degree in a related field.

A minimum of 45 hours of continuing education shall be completed for every three-year period.

**License or Certificate**

Valid California driver's license.

Possession of a Building Official Certificate from the Council of American Building Officials.