

**BUILDING OFFICIAL /
CHIEF OF PERMIT & INSPECTION SERVICES**

Definition

To direct, plan, supervise and coordinate the activities and programs of the Permit & Inspection Services division of the Plans & Public Works Department.

Supervision Received and Exercised

Receives general direction from the Deputy City Manager, Plans & Public Works.

Responsibilities include direct and functional supervision over professional, technical, and clerical personnel.

Examples of Duties

Duties may include but are not limited to the following:

Develops and implements division goals, objectives, policies and priorities.

Plans, organizes and supervises the work of Permit & Inspection Services personnel.

Plans, organizes, controls and evaluates the functions and activities of the Permit & Inspection Services division, including building and housing inspections, electrical inspections, plumbing and mechanical inspections, construction inspections, plan checking, issuance of permits, and energy conservation.

Ensure that close coordination is maintained between various City departments for plan check and inspection functions.

Coordinate with contractors, architects, engineers and homeowners to review plans and inspections issued.

Coordinate division activities with other City departments, divisions, and sections and with outside agencies.

Answer inquiries regarding building and construction inspection services and interpret various codes and related ordinances.

Prepare and administer the division budget.

Other duties as assigned.

Employment Standards

Experience and Education

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

Experience: Five years of progressively responsible experience of a supervisory, administrative or professional nature in the design, construction and inspection of public, commercial, industrial or residential buildings.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in structural, mechanical or civil engineering, architecture or closely related field.

Knowledge and Abilities

Knowledge of:

Civil engineering principles, practices and methods as related to structural engineering and the design, construction and inspection of Public Works facilities.

Knowledge of Department of Transportation Standard Specifications.

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

Principles and practices of the Uniform Building, Plumbing, Mechanical and Electrical codes and pertinent State and County codes and ordinances.

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

Knowledge of the methods and equipment used in the construction of Public Works facilities and the testing of construction materials.

Principles of supervision, training and performance evaluation.

Ability to:

Organize, direct and coordinate the activities of a major division in a manner conducive to full performance and high morale.

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

Communicate clearly and concisely, orally and in writing.

Plan, organize, direct, establish and maintain cooperative relations with administrative offices and public and private organizations.

Supervise, train and evaluate subordinate professional, technical and clerical personnel.

Use computer hardware and software, preferably an automated permitting and inspection system.

Work at a centralized public counter, work with the public and provide customer service.

Serve as Department head in the absence of the Deputy City Manager, Plans & Public Works.

Manage automated AM, Inspection and GIS software, Office related software such as word processing, spreadsheet, presentation, report writer software.

License Required

Must possess a valid certificate as a Building Official issued by the International Code Council (ICC).

Must possess a valid California Driver's License at time of appointment and have an acceptable driving record.

Possession of a Certificate of Registration as a professional engineer in the State of California is desirable, but not required.