

CITY OF RIVERBANK

BUILDING OFFICIAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, organizes, and coordinates the operations and activities of building inspection, plan review, and permit processing for residential, commercial, and industrial construction and code enforcement services; oversees code enforcement; serves as the City's Building Official; coordinates and administers professional service contracts with outside service providers; ensures safe work practices, work quality, and accuracy; serves as a technical resource for assigned staff and the Director of Community Development; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Building Official** is a management level class responsible for planning and organizing the work activities of operations staff engaged in plan checking, permit processing, building inspection and code enforcement and compliance. This classification is distinguished from the next higher classification of Director of Community Development in that the latter is responsible for the overall management of the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Community Development. Exercises direct and indirect supervision over professional, technical, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, performs, and coordinates the operations and activities of staff responsible for building inspection, plan checking, and permit processing and code enforcement services; performs plan checking and issues permits at the counter; directs, coordinates, reviews, and participates in the work of professional and technical employees to ensure that building codes are properly enforced with uniformity, equity, and safety; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; monitors plan check flow; coordinates activities with other divisions, City departments, outside agencies, and organizations.
- Develops policies and procedures; recommends programs, projects, and work assignments to the Director Community Development; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range program plans for assigned areas; ensures compliance with applicable rules, policies, and procedures.
- Establishes performance goals for staff and individual employees; participates in the selection of assigned staff; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as appropriate.

- Provides technical and professional advice; prepares and coordinates reports and presentations on current building issues for City Council, community groups, and regulatory agencies; prepares ordinance for code updates; recommends codes and processes for building inspection; participates in professional organizations; maintains statistics and reports on construction activity.
- Oversees contract services, including plan check and building inspection; performs plan checking; works at the counter and issues permits; calculated valuations, building, and development impact fees; assesses fees; administers provisions and specifications of the division's contracts; prepares technical and/or analytical reports on operations as necessary; participates in budget preparation, administers, and monitors approved budgets; prepares program cost estimates; orders supplies, tools, and materials; reviews and monitors all purchase orders; participates in the equipment procurement process; monitors and controls supplies, and equipment.
- Organizes, attends, and serves the City's interests at public, community, and special interest meetings, as well as civic and legislative events, including citation review hearings; responds to the most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups, and the public; establishes and maintains a customer service orientation within the program.
- Inspects and approves Occupancy for Business Licenses; ensures businesses have proper permits.
- Serves as a resource for department personnel, City staff, City Council, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive, and productive environment; consults with contractors, developers, and homeowners.
- Responds to the more difficult questions, complaints, and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment. Acute hearing is required when providing phone and personal service. The need to lift, carry, pull, and push tools, supplies, and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock, or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Building Official**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in a building services department, including two years at a supervisory level and a high school diploma or equivalent. A bachelor's degree in a related field is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a certification as a Building Official from the I.C.C.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices, and methods used in various building construction areas, including structural, plumbing, electrical, and mechanical; principles and practices of program and budget development, administration, and evaluation; occupancy requirements for businesses; code enforcement; methods and techniques of supervision, training, and motivation; applicable federal, state, and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise and direct the operations and activities of the Building Division; read and interpret complex plans and specifications; maintain I.C.C. certification through continuing education programs; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; respond to issues and concerns from contractors, homeowner, and the community; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate tools and equipment used in building inspection and the building trades.