CHIEF BUILDING OFFICIAL

DEFINITION

Under general direction, to plan, organize, and coordinate the overall operations, plan review, building inspection and code enforcement functions of the County; to receive and check building plans for compliance with building codes and ordinances; to prepare correction lists for building plans and specifications; to issue, process, approve and final building permits; to train, supervise, and evaluate the work of assigned staff; to provide consultation for building ordinance revision and development; to perform complex and sensitive inspections and plan reviews; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class for a top level supervisory position which provides direction for the County's building inspection, plan checking and building codes enforcement functions. The incumbent is expected to perform plan checks and inspections as necessary.

REPORTS TO

Community Development Agency Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Building Inspector I, II, & III, Building Code Compliance Officer, Building Inspector Supervisor, Building Plans Checker, and Administrative Technician and other supporting positions in the Building Department.

EXAMPLES OF DUTIES

Plans, organizes, and directs, the County's building plan review, building inspection and code enforcement functions; supervises, trains, and evaluates building inspection, enforcement, and support staff; initiates and recommends disciplinary procedures as required; implements the department budget and controls expenditures; provides major input in the development and revision of County building ordinances; develops and recommends changes in fee schedules; serves on special County committees and task forces; has responsibility for the proper development and maintenance of building inspection records; performs the most complex and sensitive building inspections, and enforcement functions; approves the issuance of building permits; gives advice to contractors and individuals on construction procedures and practices; attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of building inspection and code enforcement and professional practices and techniques. Responds to and resolves difficult and complex inquiries and requests for information; responds to service issues and complaints; performs special projects as assigned; represents the County building inspection function with the public, community organizations, and other government agencies. Receives, reviews, and checks building plans for compliance with building codes, ordinances, and proper construction requirements; monitors the plan check flow,
identifies potential safety and structural failure and alteration needs; verifies foundation, stress, square footage, and support requirements for plan checks; prepares lists of corrections for plans and specifications; explains and interprets applicable codes and ordinances for contractors and the general public; approves, processes, and issues building permits; may perform some field inspections to determine compliance with applicable codes and ordinances; responds to correspondence regarding building plans, specifications and code compliance; issues notices of non-compliance with safe structural standards and applicable ordinances; maintains records and files; provides general information about structural and code requirements to interested persons; collects monies and fees for permits; Utilizes specialized database or permit management tracking programs to manage permit activity; lead the building department in use of technology to enhance business operations Exercises leadership and demonstrates to subordinate staff high standards of efficiency, customer service and professionalism; Establishes and implements training and professional development standards for building department staff;

Advises the Community Development Director and County Administrative Officer on aspects of building and related code interpretations; Recommends new or revised regulations to achieve uniformity of code applications. Analyzes reviews and prepare code amendments or clearances. Furnish updated interpretations of codes and regulations to local building customers and other County staff; interpret and apply complex rules, regulations, laws and ordinances.

Works closely with County staff to address and solve a broad range of service, delivery, community and administrative problems.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; walk on sloped ground and uneven surfaces; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and driving environments; work may be performed in varying temperatures; occasional exposure to dust, chemicals, and gases; occasional exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Federal, State, and local codes and ordinances related to building construction and structural requirements.
- Development, revision, and administration of building ordinances and regulations.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
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- Building and related codes and ordinances enforceable by the County.
- Building plans and specifications.
- Uniform Building, Plumbing and Electrical Codes.
- State Housing Act of California.
- General knowledge of County Zoning and Land Use Ordinances.
- Inspection methods and techniques.
- Principles of mathematics related to the building trades, building plan review and checking.
- Budget implementation and control.
- Principles of governmental administration, leadership, organization, supervision, training, customer service and employee evaluation.

Ability to:

- Respond to and resolve difficult and sensitive inquiries and complaints including those from citizens, designers, builders, contractors, architects and engineers.
- Exercise sound independent judgment.
- Assist customers politely with a goal of providing good customer service in helping customers complete their project.
- Plan, organize, and direct County building inspection and enforcement functions.
- Problem solve building related issues.
- Interpret, explain and apply codes, policies and regulations.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Ensure that codes are properly enforced with uniformity, equity and safety.
- Prepare staff reports and other necessary correspondence.
- Perform building plan checks and reviews.
- Provide supervision, training, and evaluation of assigned staff.
- Perform complex plan checking and review assignments.
- Apply technical knowledge of building trades work.
- Perform the most difficult and sensitive building inspections and code enforcement assignments.
- Apply a variety of inspection methods and techniques.
- Detect deviations from laws, regulations and standard construction practices.
- Read, interpret and explain building plans, specifications and building codes.
- Make arithmetical calculations quickly and accurately.
- Apply technical knowledge of building trades work.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.
- Prepare clear and concise written reports.
- Effectively represent County building inspection and enforcement functions with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Other duties as assigned

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Training and Experience:

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

Five (5) years of building inspection, plan checking, and code enforcement experience, including at least two (2) years in a lead or supervisory position.

Special Requirements:

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

And

Possession of a; 1. Building Official Certificate, Plans Examiner Certificate, and Certified Access Specialist (CASP) Certificate or become so certified for all the above certificates by a recognized state, national, or international association acceptable to Amador County such as the Council of American Building Officials within one year of being hired.

OR

Qualifications as described in the California Building Code of Regulations, Title 24.