

CITY OF MADERA

CHIEF 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 administrative direction, plans, manages, oversees and directs the operations and services of the Building Department which includes the conduct of building inspection, permit processing and code enforcement and compliance activities; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council and City Administrator; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Chief Building Official** is one of four division head positions in the Community Development Department. The incumbent is responsible to the Director of Community Development for advice and consultation on building matters and for the efficient operation of the division. The Chief Building Official exercises supervision over division employees, making assignments, setting priorities, training, and reviewing work. The incumbent is responsible for preparing performance evaluations, processing employee grievances, recommending employment, and for taking and recommending disciplinary action. Incumbents in this class act with a high degree of independence of action in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines, department, and city objectives. Incumbents are expected to develop methods and procedures and solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by a supervisor, and when work is reviewed, the review is directed toward final outcomes and results.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative 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)*

- Accepts full responsibility for all activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees to ensure that 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; computes service fees; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Develops, implements and maintains Building Division goals, objectives, policies and procedures; works directly with departmental personnel in the development and interpretation of

City and department policies; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.

- Plans, directs and coordinates the Building Division's work plan through department staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Oversees the selection, orientation, training and evaluation programs for assigned personnel; provides and coordinates staff training; ensures ongoing review of codes and methods of inspection for subordinates; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Prepares, manages and coordinates the development of the Building Division's budget; prepares forecasts of necessary funds for staffing, materials, services and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for Building staff, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive, productive and cooperative work environment; prepares and coordinates reports and presentations on current building issues for City Council, community groups and regulatory agencies; maintains statistics and reports on construction activity.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of building inspection and code enforcement; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Monitors and keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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, and acute hearing is required when providing phone and face-to-face 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.

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 **Chief Building Official**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience as a Building Inspector, including three years at a supervisory level and a Bachelor's degree in engineering, architecture or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license and a Council of American Building Officials Building Official certificate; possession of an I.C.B.O. Building Inspection certificate.

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

Knowledge of:

Modern principles, practices and methods used in various building construction areas, including structural, plumbing, electrical and mechanical; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; applicable federal, state and local laws, codes, and regulations including laws, ordinances, and codes related to building construction and zoning; modern office practices, methods and equipment, including a computer and applicable software; operational characteristics and use of standard equipment used in building inspection and the building trades; occupational hazards and standard safety procedures.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; read and interpret complex plans and specifications; analyze complex building inspection and code enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to operating procedures as necessary to improve organizational effectiveness; interpret and apply applicable laws, codes and regulations; maintain I.C.B.O. certification through continuing education programs; 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.