

ASSISTANT BUILDING OFFICIAL

DEFINITION

The Assistant Building Official assists in the leadership, planning, daily supervision, administration, staff development, and coordination of all operations of the Building Division. Performs highly complex building inspections; supervises and assists building inspectors in the inspection of buildings and structures in all stages of construction, alteration, and repair; reviews and checks building plans and specifications; enforces building, plumbing, electrical, mechanical, and zoning codes and laws; issues permits and collect fees; and does related work as required.

SUPERVISION EXERCISED AND RECEIVED

Under general direction of the Building Official, the Assistant Building Official is primarily responsible for supervising the plan checking of industrial, commercial, and multi-family residential structures, perform the more difficult and complex building inspections; assist the in the administration of the Division including budget, personnel, training, and scheduling/assignment of work and other supervisory duties.

ESSENTIAL AND IMPORTANT DUTIES

- Assist the Building Official in managing the inspection, plan review, permit administration, and code compliance functions;
- Support the Building Official in policy, procedure, and program development; customer service enhancement; problem resolution; administrative planning; efficiency improvement; budget development; report preparation; and special projects;
- Participate in the development of goals, objectives, policies, and priorities for the division;
- Plan, organize, direct, and participate in the operation of inspection, plan review, and permit administration; monitor workflow; evaluate work products, methods, and procedures;
- Participate in the enforcement and ensure uniform application and implementation of ordinances, codes, standards, and regulations for safety of buildings and structures through inspection, plan review, permitting, and related code enforcement activities;
- Manage, train, and evaluate staff, and develop processes to foster a continuous learning environment;
- Provide technical guidance to staff regarding plan check, fee calculation, permit issuance, and building inspection;
- Analyze, develop, and recommend policies, methods, and procedures to improve efficiency and effectiveness of inspection, plan review, and permit operations;
- Interpret codes, standards, laws, and regulations, and propose amendments as necessary;
- Conduct research and analysis of complex technical issues; evaluate alternatives and provide recommendations;
- Effectively respond to and resolve difficult and sensitive citizen inquiries and complaints in the office and in the field;
- Investigate unsafe building conditions and enforce building-related laws, regulations, codes, and ordinances;
- Oversee building code enforcement and compliance functions and coordinate activities with other City departments, divisions, and outside agencies to resolve issues and enhance customer service;

- Participate in the administration of building permit system, records management, and technology improvements to enhance operations and customer service;
- Stay current with new development or changes in codes, standards, materials, and technology;
- In the absence of the Building Official may represent the Division at public meetings; and
- Perform other related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Current laws and ordinances that regulate building construction, inspection, zoning, housing and health and safety.
- Acceptable structural design and materials used in construction.
- Building construction plans and specifications.
- Architectural and civil engineering principles and practices, including structural engineering and engineering mathematics.
- Building inspection methods including electrical, mechanical, plumbing, and structural inspections.
- Energy and accessibility codes; standard practices of construction and materials used in construction.

Ability to:

- Review plans, calculations, and specification in a rapid, uniform, and accurate manner.
- To establish and maintain effective working relationships with co-workers, professional engineers, architects, contractors, consultants, and the public.
- To communicate clearly and concisely, both orally and in writing.
- To read and interpret building plans; perform inspections as needed and display the ability to make sound decisions in a manner consistent with essential job functions.
- Operate office equipment including computer systems, operate a motor vehicle safely, work efficiently, innovate and institute positive change.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be:

Experience: Five (5) years of increasingly responsible experience in building inspection, plan review, design or construction, two (2) years of which shall have been in a supervisory capacity in a municipal building department/division.

Training/Education: A 2-year degree from an accredited college or university with course work in civil or structural engineering, construction or building technology, architecture or a closely related field.

LICENSES, CERTIFICATES AND REGISTRATION

- Possession of a valid California driver's license
- Possession of International Code Council (ICC) certification as a Combination Inspector.
- Possession of or ability to obtain within one year of appointment, International Code Council (ICC) certification as a Certified Building Official (CBO).

SPECIAL REQUIREMENTS

Speak clearly and understandably. Ability to read and hear voices and telephones. Visual acuity to quickly and accurately review and interpret plans and diagrams and make inspections. Ability to inspect construction sites requiring physical flexibility and dexterity, including the ability to continually stand, bend, stoop, reach, crouch and climb. Normal color vision required.