

CITY OF SAN CARLOS
ADOPTED CC: 10/28/91
REVISED CC: 1/8/96
REVISED CC: 3/25/96
REVISED CC: 8/24/07
REVISED CC: 9/9/13

FLSA Status: Exempt
At-Will

BUILDING OFFICIAL

DEFINITION

This division head classification is responsible for managing the City's building inspection activities, enforcing building codes and regulations, plan checking proposed new construction and building alteration, and advising builders and homeowners on minimum construction and design standards.

SUPERVISION EXERCISED AND RECEIVED

Supervises Building Inspectors, Plan Check Engineer (contract), and administrative staff members and reports to the Community Development Director.

ESSENTIAL AND IMPORTANT DUTIES

- Manages and directs the division staff. Through inspections, ensures that all structures comply with applicable state and local laws, codes and ordinances. Ensures prompt review of plans for proposed building construction or alterations, and the timely inspection of structures.
- Reviews and recommends revision of the City codes to comply with federal, state and local requirements.
- Develops policies and procedures designed to improve plan checking and the zoning enforcement program. Streamlines permit issuance procedures, when applicable, and develops updated checklists and application forms.
- Oversees the inspectors' schedules to ensure inspections are performed within 24 hours of the request.
- Provides technical assistance and advice to architects, engineers, contractors and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures and building codes.
- Maintains a competent and motivated work force by training, developing, disciplining and evaluating the performance of subordinates. Objectively and constructively evaluates the performance of subordinates, promptly apprising subordinates of how well they are performing and/or in what specific areas they should seek improvement.
- Ensures fiscal soundness of the department by developing, justifying and effectively administering the department budget.
- Generates monthly reports for the City Manager regarding building inspection activities and workload, and other reports as necessary. Maintains work records related to the development of such reports.
- Responds to and resolves complaints from the public in a tactful and courteous manner. Investigates problems to determine responsibility and methods for resolution as appropriate.
- Interprets and makes decisions on technical problems related to building, plumbing, electrical and mechanical codes, and related state and local laws and ordinances.
- Provides supervision of building inspection staff by making spot-checks of the staff in the field, reviewing and evaluating workload and staff assignments, and coordinating training of staff to ensure the staff keeps current of changing technology in the building construction industry.
- Thoroughly checks and analyzes new construction and building alteration plans for residential, commercial, and industrial buildings in a timely manner to ensure compliance with codes and

policies. Accurately identifies needed corrections. Ensures that deficiencies identified in plans are promptly followed up by the applicant and corrected. Maintains an accurate log of errors, omissions, and violations in the plans. Ensures the log is up-to-date, legible, complete and descriptive of the problems encountered in reviewing plans and how they were resolved.

- Keeps applicants informed of their status in the plan checking process, and informs them of steps they can take to expedite processing.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of building, plumbing, electrical, and mechanical codes and the ordinances enforced by the City; principles, practices and techniques of combination inspection, building materials, accepted safety standards; State laws regulating building construction and zoning; precautionary safety and fire prevention methods in occupancy buildings; building construction and materials, particularly structural construction materials and specialized terminology used in connection therewith; general knowledge of accepted methods of training; and knowledge of the construction industry and of modern supervisory principles and practices.

Ability and skills to direct the work of others; provide technical supervision and training to division staff; read and quality control building plans, diagrams, specifications and building codes; enforce laws, codes and regulations with tact; maintain records and prepare clear and concise reports and correspondence; supervise plan checking; analyze facts and exercise good independent judgment; read, interpret and perform analysis of plans for various structures; formulate and apply uniform policies and standards for the building inspection programs; deal tactfully and effectively with contractors and the public. Learn, retain, interpret and use technical knowledge related to changes in federal, state and local laws related to building codes. Communicate clearly and concisely, both orally and in writing. Establish, maintain and foster cooperative working relations with contractors and the public and others contacted in the course of work; foster teamwork within the department.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be four (4) years of progressively responsible experience in combination inspections, including two (2) years at a supervisory level. A bachelor's degree in civil engineering or a related field is desirable.

SPECIAL REQUIREMENTS

Experience: Four (4) years of progressively responsible full-time experience as a Building Inspector with a Municipal Building Department with at least two (2) years in a supervisory position.

Communication: Must be able to speak clearly and understandably; ability to read; to hear voices and telephones. Must have ability to quickly and accurately review and interpret plans and diagrams and make inspections.

Physical Ability: Must be able to inspect construction sites requiring physical flexibility and dexterity, including the ability to continually stand, bend, stoop, reach and crouch.

LICENSE

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

CERTIFICATION REQUIREMENTS

Certification by International Code Congress as a Building Official or certification within one (1) year from date of employment. Failure to obtain these certifications within the designated periods will result in termination.