



BUILDING AND SAFETY DIVISION MANAGER

DEFINITION

Under general direction, organizes, supervises, coordinates and participates in the activities and operations of the Building Division enforcing the Municipal and Building codes; prepares permit documentation for residential, commercial and industrial projects; provides responsible and complex professional staff assistance to the Community Development Director and City Manager; may serve as acting Community Development Director in his/her absence.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Coordinate, direct and supervise the staff and operations involved in the inspection of residential dwellings and commercial and industrial buildings during various stages of construction or remodeling, ensuring compliance with applicable codes, including plumbing, mechanical and electrical: conduct and supervise sign off on final inspections and issue certificates of occupancy.

Participate in the development of department goals and objectives, policies and priorities for the City's building inspection activities.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Supervise and participate in the inspection of foundations, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating and electrical installations and other complex building system components.

Supervise and participate in plan checks for non-structural construction.

Supervise and participate in the inspection of existing buildings for change of use or occupancy to ensure compliance with applicable codes and ordinances.

Supervise and participate in the investigation of reports/complaints of possible code violations, document found violations with photographs and written reports and conduct follow-up inspections to ensure compliance.

Supervise and participate in the issuance and delivery of notices, warnings, citations and compliance orders to violators.

Meet with architects, engineers, developers, homeowners and others in the building/construction trades providing code related information.

Issue permits.

Supervise and participate in the research of ownership documents and legal property descriptions.

Update municipal Building Code and ordinances as necessary/required.

Prepare and monitor budget.

Respond to and resolve more difficult inquiries and complaints.

Coordinate communications with complainants, violators, attorneys and related agencies.

Compile information and data for monthly reports.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

City, State and International codes, policies, rules and regulations pertaining to building, electrical, plumbing and mechanical installations.

Principles and techniques of public works construction, grading, building inspection and plans examination.

Standard office procedures, methods and computer and radio equipment.

Basic mathematical calculations.

Techniques used in dealing with the public and customer service.

Principles of budget preparation and monitoring.

Principles of training, supervising, evaluating, motivating and disciplining personnel.

Ability and Skill to:

Compile and maintain case files and logs.



Read, interpret and enforce State and City codes and ordinances and read and interpret manuals, drawings, specifications, layouts, blueprints and schematics.

Use photographic equipment.

Train, supervise, evaluate and discipline personnel.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in civil engineering, architecture, construction technology or related field and five (5) years increasingly responsible experience in commercial, industrial and residential inspection/construction, including two (2) years supervisory experience.

LICENSE OR CERTIFICATE

Valid Class C California driver's license and good driving record. ICC Certification as Building Official.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio and copying machines.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift up to 25 pounds



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Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

