

## **CHIEF BUILDING OFFICIAL**

Salary Range 23: (Management Salary Schedule)

### **DEFINITION**

Under general direction, plans, organizes, directs, and reviews the activities of the Building Division including plan review and building inspection; ensures all construction and occupancy activity meets applicable Federal, State, and local laws and regulations; focuses on integrating all development services in a manner that results in an exceptional experience for customers; exercises direct supervision over assigned staff; serves as a technical resource; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Community Development Department.

### **DISTINGUISHING CHARACTERISTICS**

The Chief Building Official is a single position management level classification responsible for overseeing the day-to day operations of the Building Services Division. This position plays a critical role in the City's overall development services operation and is the City's primary technical expert on building safety and manages the Division's plan review and inspection activities. The incumbent is responsible and accountable for the quality of services provided by the Building Division staff. Residents, business owners, architects, contractors, and other professionals routinely interface with Building Division staff and the Chief Building Official is responsible for ensuring that they receive courteous, accurate, and professional services that are consistent, predictable, and timely.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent receives general direction from the Director of Community Development or his/her designee and provides direction and supervision to assigned professional, technical and clerical staff.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Manages and participates in the development, implementation and maintenance of assigned division goals, objectives, policies and procedures; coordinates and reviews the work of staff; evaluates operations and activities of assigned responsibilities and recommends improvement, streamlining of processes, and other modifications; develops strategies to improve the department's technical infrastructure; reviews and evaluates fee structures.
- Provides overall management for assigned division, plans, prioritizes, assigns, manages, and reviews the work of staff involved in building inspections and plan checks; selects, trains, motivates, and evaluates personnel; provides or coordinates training; works with employees to correct deficiencies; recommends discipline as required.
- Performs the more complex and technical assignments related to assigned responsibilities; interprets complex building laws and codes; performs complex plan reviews and building inspections; reviews and approves all major projects prior to permit issuance; issues Certificate of Occupancy for completed structures; prepares building code violation cases

for code enforcement action and litigation; appears as a witness in court proceedings; coordinates activities with other divisions, City departments, outside Agencies and organizations.

- Supervises and participates in the development and administration of the Building Division budget; determines the forecast of Building Division revenues and expenditures required for staffing level, equipment, materials and supplies; monitors and approves expenditures throughout the fiscal year.
- Represents the Division to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Provides technical and professional advice; prepares and coordinates reports and presentations as needed for City Council, community groups, boards, commissions, and regulatory agencies. Generates technical data and statistics requested to illustrate or convey Division workload, productivity, and accomplishment.
- Monitors and keeps informed of current laws and code requirements in the building field; evaluates their impact and recommends policy and procedural modifications accordingly.
- Prepares RFP's, manages consultants conducting work for the division; monitors the quality and timelines of consultant activities.
- Functions as a project manager including monitoring of permit status and progress to ensure that projects proceed efficiently through the process.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues or complaints; represents the department with other City departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff, and the public.
- Performs related duties as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Approved building construction methods, materials, and proper inspection methods
- Principles and practices of the adopted Building, Plumbing, Mechanical, Electrical, and Fire Codes; and applicable Federal, State and local laws, rules, codes and regulations
- Building code standards and other laws and regulations that govern the design and occupancy of buildings
- The Community Development process
- Advanced principles and practices of urban planning and development
- Recent developments and trends, current literature, and sources of information related to municipal planning and administration
- Principles of structural design, engineering mathematics, and soil engineering
- Legal procedures involved in enforcing building regulations
- Principles and practices of budget preparation and administration

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practices of organization, administration, and personnel management
- Principles and practices of supervision, training, and performance evaluation
- Principles and practices of leadership, motivation, team building and conflict resolution
- Modern office practices and technology, including personal computer hardware and software and permit tracking systems
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Methods and techniques of effective project management, contract administration and technical report preparation and presentation
- English usage, spelling, grammar and punctuation
- Safety principles, practices and procedures

**Ability to:**

- Plan, organize, supervise, review, and evaluate the activities and operations of the Building Division
- Coordinate assigned activities with other City departments and agencies as required
- Ensure project compliance with Federal, State and local rules, laws and regulations
- Develop, implement and interpret goals, objectives, policies, procedures and standards
- Perform field inspections on complex projects
- Perform complex technical research, and prepare and analyze technical and administrative reports, statements and correspondence
- Engage a wide variety of stakeholders to build on and continue to facilitate a shared vision for change in the Community Development Department services
- Analyze and resolve sensitive issues, problems, and situations; embrace and effectively implement new or innovative ideas and solutions
- Exercise a high degree of common sense, sound judgment, and be a good overall fit with the City of Rocklin's organizational structure
- Understand the many variables of a construction project to maximize conformance to regulations while minimizing the impact that Building Code enforcement activities have on the project
- Analyze problems, identify alternative solutions and consequences, and make sound recommendations
- Communicate clearly and concisely, both orally and in writing
- Foster a positive and proactive approach while responding to the development community and residents in a timely and predictable fashion
- Represent City policies and programs with other governmental agencies and the general public as directed
- Assess their audience and influence them accordingly
- Use computer technology and applications in the performance of daily activities, including permit tracking and electronic plan checks

- Establish and maintain cooperative working relationships with those contacted in the course of work
- Perform budget preparation and administration
- Supervise, train, and evaluate professional, technical and clerical staff
- Use tact, initiative and independent judgment within established procedural guidelines.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

### **Minimum Qualifications**

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

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in building design, building inspection, construction management, architecture, engineering, or a related field and five (5) years of experience as a building inspector, including at least two (2) years of full-time experience supervising building inspectors.

### **GENERAL QUALIFICATIONS**

#### **License Requirements:**

- Current certification as a Building Official through the International Code Council is required at the time of appointment.
- A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

#### **Physical Requirements**

Incumbents appointed to this class must have the mobility to work in a standard office or field/construction environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform inspections and fieldwork; intermittently sit at desk for long periods of time; ability to lift and carry items weighing up to 25 pounds such as files, manuals, or small tools and equipment for distances up to 50 feet; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

#### **Working Conditions**

Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

**FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: May 2014*