

**MANAGER OF BUILDING SERVICES**

Salary Range 18: (Management Salary Schedule)

**DEFINITION**

Under direction, to plan, organize and direct the activities of the Building Division in the Economic and Community Development Department; to coordinate with other divisions, City departments, outside agencies and organizations; to provide complex staff assistance to the Director of Economic and Community Development and others; to plan, organize, supervise, and review the work of assigned staff; receives and checks plans and designs for complex structures, new and remodeled commercial, industrial and residential buildings to ensure compliance with governing codes, ordinances, and regulations; assists inspectors, contractors, design professionals and the public regarding construction requirements; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This dual position classification is responsible for planning, directing and coordinating all activities of the Building Division for the Community Development Department, including performing routine and complex structural plan checks.

**SUPERVISION RECEIVED AND EXERCISED**

The incumbent receives general direction from the Director and provides direction and supervision to assigned professional, technical and clerical staff.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Interprets and applies laws, rules and regulations related to building construction matters.
- Recommends goals and objectives; assists in the development and implementation of policies, procedures and standards to ensure compliance with applicable laws and regulations.
- Plans, organizes and supervises the activities of assigned professional, technical and clerical staff.
- Trains employees in work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with standards; prepares documentation and improvement plans and recommends disciplinary action.
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards.
- Participates in public meetings as necessary.
- Responds to public inquiries via telephone or in person regarding permit processing and inspection activities.
- Participates in the development and implementation of the Community Development

- Department work plan and budget; reviews budget expenditures; recommends necessary staff, equipment, materials and supplies needed to support the work plan.
- Maintains accurate, complete and up-to-date project records.
- Prepares and presents studies and recommendations, reports, resolutions and ordinances before the City Council.
- Coordinates building activities with other divisions, departments, governmental agencies and outside organizations; confers with engineers, developers, contractors and the general public; provides support to boards and commissions on building matters; participates in professional groups and committees.
- Performs and oversees plan checking activities.
- Provide technical assistance to the Public Services department.
- Oversees, develops and implements current building program activities including issuance of building permits.
- Acts on behalf of the Director when needed.
- Performs difficult structural analysis and personally reviews plans for the most complex structures for compliance with the City Building Code; checks the more complex plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes; investigates building violations requiring citations or legal complaints.
- Reviews and evaluates construction documents including plans, drawings, blueprints, specifications, engineering calculations, and energy calculations for compliance with governing building codes, state regulations, and local City ordinances; makes judgments as to whether structural designs or plans conform to applicable codes.
- Confers with architects, engineers, contractors, homeowners and others relative to complicated constructions or building projects; coordinates plan examining activities with City departments and other agencies; confers and corresponds with other professional personnel in connection with building code interpretation and application.
- Resolves disputes with developers, contractors, architects, engineers and the general public.
- Responds to questions and concerns of other community development staff or the public.
- Provides training to new staff in terms of city policies, procedures, rules and regulations; ensures uniform application of the appropriate codes, rules and regulations.
- Prepares plan review reports or comment sheets noting plan deficiencies.
- Coordinates project approvals with staff, other departments, and outside agencies.
- Oversees coordination for all building permits and plan reviews by other departments, divisions or agencies.
- Responds to public inquiries over the telephone or at the counter concerning questions regarding permit processing, building, or other construction-related questions; calculates permit fees; assists applicants in achieving compliance with various codes and regulations.
- Attends meetings to review and discuss plans, documents, and code requirements; performs field reviews as necessary.
- Assists Building Inspectors in the field where engineering problems are encountered and advises on engineering matters.

- Prepares reports and correspondence pertaining to structural engineering problems and building code enforcement; maintains records of plan checking activities.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Applicable Federal, State and local laws, rules, codes and regulations.
- Building code compliance for public, commercial, industrial and residential buildings.
- Recent developments and trends, current literature, and sources of information related to building code enforcement and the construction industry.
- Modern office practices and technology, including personal computer hardware and software.
- English usage, spelling, grammar and punctuation.
- Principles and practices of personnel management, supervision, training, and performance evaluation.
- Safety principles, practices and procedures.
- Principles, practices and methods of structural and building plan review.
- Practices for documenting plan checking procedures, correcting discrepancies and carrying through on court procedures.
- Construction methods, materials, tools and equipment used for complex residential, commercial and industrial construction, and principles of structural engineering.
- Methods, materials, tools and safety practices of the building, plumbing, and electrical trades.
- Applicable State and Federal building, plumbing, electrical, mechanical, life safety, energy and related codes.
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances.

### **Ability to:**

- Plan, organize, supervise, review, evaluate and coordinate the activities of the Building Division.
- Coordinate assigned activities with other City departments and agencies as required.
- Ensure project compliance with plans, specifications, standards, and Federal, State and local rules, laws and regulations.
- Interpret, analyze and understand technical drawings and specifications.
- Perform mathematical and engineering computations with precision.
- Develop, implement and interpret goals, objectives, policies, procedures and standards.
- Perform difficult technical research, and prepare and analyze technical and administrative reports, statements and correspondence.
- Analyze problems, identify alternative solutions and consequences, and make sound recommendations.
- Communicate clearly and concisely, both orally and in writing.

- Represent City policies and programs with other governmental agencies and the general public as directed.
- Use computer technology and applications in the performance of daily activities.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Budget preparation and administration.
- Supervise, train and evaluate professional, technical and clerical staff.
- Read and interpret building plans, specifications, and codes.
- Examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner.
- Analyze, evaluate and solve or recommend effective solutions to building and code problems and issues.
- Interpret and consistently apply complex laws, codes, regulations and ordinances.
- Provide clarification and guidance regarding the application of codes, regulations, and ordinances.
- Evaluate legal violations and take appropriate action.
- Make structural calculations necessary to determine the adherence of structural plans to code requirements.
- Prepare clear and concise reports, correspondence and other written materials.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Use tact, initiative and independent judgment within established procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

### **Minimum Qualifications**

*A typical way of gaining the knowledge and skills outlined above is:*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, architecture, or a related field and seven (7) years of increasingly responsible experience as a licensed engineer, architect, or building inspector including at least two (2) years of professional level experience as an engineer or architect in performing plan checking of complex commercial or industrial structures and/or the enforcement of building codes for a public agency and one (1) year providing direction or supervision to professional staff.

### **GENERAL QUALIFICATIONS**

#### **License Requirements:**

- A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

- Valid certificate of registration as a Professional Engineer or Architect issued by the State of California.
- Certificate as a Building Plans Examiner from the International Code Council (ICC).
- Certificate as a Certified Building Official from the International Code Council (ICC).

**Physical Requirements:**

Incumbents appointed to this class must have the mobility to work in a standard office or field 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 fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; 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.).

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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.