

BUILDING INSPECTION SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Public Works and Building Director/City Engineer, supervises, oversees, and participates in the more complex and difficult work of staff responsible for building inspection and facility maintenance services; inspects building systems at various stages of construction, alteration and repair to ensure compliance with applicable state and local codes, as well as conformance with project conditions established by the Planning Commission or City Council; assists in the preparation of assigned budgets; provides responsible and complex technical assistance to outside Departments; and provides highly responsible and complex staff assistance to the Public Works and Building Director/City Engineer.

IDENTIFYING CHARACTERISTICS

The Building Inspection Services Manager is a hands-on division manager providing advanced technical skills, leadership and full first-line supervision over building inspection and facility maintenance staff. Positions in this class focus on managing and directing assigned staff, performing the most complex and technical duties within the Division, and assisting in the development, implementation and maintenance of policies and procedures relating to areas of assignment. The Building Inspection Services Manager is fully trained in all technical and administrative procedures related to assigned areas of responsibility. Administrative assistance includes budgets, staff reports and related analysis to develop recommendations supporting assigned areas of responsibilities either within assigned department or in support of other city departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises, plans, trains, and reviews the work of staff responsible for performing building inspection and facility maintenance services and activities; provides day-to-day coordination of workload and tasks; participates in performing the most complex work of the unit.
2. Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
3. Establishes schedules and methods for providing building inspection and facility maintenance services; identifies resource needs; reviews needs with appropriate management staff and allocates resources accordingly.
4. Directs, coordinates, and reviews the work plan for Building Inspection and Facility Maintenance Services within the Public Works Department; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Assists the Public Works and Building Director/City Engineer in identifying opportunities for improving service delivery methods and procedures; implements improvements.
6. Participates in the selection, training, motivating, and evaluating of assigned personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and

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termination procedures.

7. Participates in the development and administration of assigned budgets including capital improvements; monitors and approves expenditures; recommends adjustments as necessary.
8. Provides staff assistance to the Public Works and Building Director/City Engineer, as well as other City Departments; may participate on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Oversees and provides in-office customer service to the public and other departments; interprets codes and regulations; reviews, researches, and communicates results in determining applicable codes/ordinances; explains required inspections, construction requirements, and construction and repair methods and materials to owners, architects, engineers, contractors, staff, and the public; advises owners on matters related to building permits.
10. Oversees and performs field inspections of residential and commercial buildings during various stages of construction and remodeling; ensures that structures are being constructed in accordance with approved plans and specifications and in compliance with applicable state and local laws, ordinances, and codes (including, but not limited to, building, plumbing, mechanical, electrical and energy codes) to ensure the health, safety, and welfare of the public.
11. Prepares warning letters to negligent owners or contractors; follows negligent cases through prosecution in situations of non-compliance; investigates and resolves building and related complaints.
12. Reviews and analyzes non-code specific construction applications for code compliance.
13. Drafts recommendations for changes in codes, ordinances, or standards; proposes and drafts Building Department policies and procedures.
14. Provides support for the Building Department permit tracking system; prepares, analyzes, and reports data from the permitting database and historical records.
15. Tracks builder fees and credits; reconciles bonds, fees, and monies collected from outside agencies.
16. Oversees and participates in the maintenance of city facilities including custodial, in-house maintenance and outside contracts; establishes facility maintenance standards; projects short and long-term maintenance needs of all public buildings, and develops and implements maintenance strategies.
17. Solicits bids and quotes for outside construction and/or professional services related to assigned areas of responsibilities; reviews and analyses submittals, makes recommendations, prepares staff reports and contracts; manages outside contractors and/or consultants.
18. Provides analytical and administrative support to special projects; researches, compiles, and reports data for special projects including those assigned by the Public Works and Building Director/City Engineer.
19. Attends and participates in professional and technical group meetings; stays abreast of new trends and innovations in the building inspection and facility maintenance field.
20. Performs related duties as required.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services and activities of a building inspection and facility maintenance operation.
- Principles of supervision, training, and performance evaluation.
- Principles of municipal budget preparation and control.
- Principles and procedures of record keeping.
- Methods, materials, and progressive steps used in the construction of buildings and related structures.
- Pertinent building related codes, ordinances, and regulations enforced by the City including applicable building codes, plumbing, electrical, and mechanical Codes; zoning ordinances, general land use codes, and related City codes and state mandated regulations.
- Advanced principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
- Special inspection testing procedures and practices.
- General engineering principles.
- Accepted building construction safety standards and methods.
- Operational characteristics and use of standard equipment used in building inspection and the building trades.
- Occupational hazards and standard safety procedures.
- Permit processing procedures
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate, direct and participate in the Building Inspection and Facility Maintenance Division of the Public Works and Building Department.
- Supervise, organize, and review the work of assigned technical and clerical staff.
- Assist in the development of goals, objectives, policies and procedures for providing assigned building inspection and facility maintenance services.
- Independently perform the most complex building inspection services.
- Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
- Read and interpret complex plans and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and to detect deviations from plans, regulations, and standard construction methods, practices, and requirements.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Determine that construction systems conform to City code requirements.
- Advise on standard construction methods and requirements.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports.

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Analyze complex issues, evaluate alternatives, and reach sound conclusions.
Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments, City officials, and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Supervise and train assigned staff.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in engineering, construction management, architecture or related field; Associate's degree with experience in building inspection or construction may be substituted for formal education.

Experience:

Four years of increasingly responsible building inspection and facility maintenance experience that includes two years of supervisory experience.

Licenses and Certificates:

Possession of a California Class C Driver License.

Possession of a valid certificate as a Certified Building Official from the International Code Council is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to climb ladders or similar structures; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.