

CHIEF BUILDING OFFICIAL

*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 administrative direction of the City Manager, directs, manages, supervises, and coordinates the activities and operations of the Building Department including building inspection, fire safety, information technology, and facility maintenance services to ensure life safety, property protection, and community standards in all land parcels, buildings, and structures in the City of Suisun City; coordinates assigned activities with other divisions, departments, and outside agencies; manages bidding process for City construction projects; and provides highly responsible and complex administrative support to the City Manager.

IDENTIFYING CHARACTERISTICS

The Chief Building Official is considered a Department Head with responsibility for the management of a Department that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Department including development of Department objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. A Department Head is also responsible for the development, administration, and control of the associated budget(s).

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. Assumes management responsibility for assigned services and activities of the Building Department including plan review services, permit issuance services, City and fire code inspection services, code development services, building maintenance services, and information technology services.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for professional and technical employees to ensure that buildings are inspected with uniformity, equity, and safety; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned employees personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the Department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Provides technical and professional advice; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; answers procedural questions.

CITY OF SUISUN CITY
Chief Building Official (Continued)

8. Directs and oversees all information technology services; coordinates the use of outside contractors and vendors; ; may perform technical duties related to workstation and network support.
9. Proposes and presents fee updates, code updates, and amendments to City codes and ordinances.
10. Serves as the liaison for the Building Department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; prepares and coordinates reports and presentations on current building issues for City Council, community groups, and regulatory agencies.
12. Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; assists with a variety of development, capital improvement, code enforcement, and related projects; develops and implements office automation strategies; recommends modifications to Building Department programs, policies, and procedures as appropriate.
13. Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of building inspection and code enforcement including legislation, court rulings, and professional practices and techniques; incorporates new developments as appropriate.
14. Develops and maintains records, statistics, and reports including those on construction activity.
15. Responds to and resolves difficult and sensitive inquiries and complaints including those from citizens, builders, contractors, and engineers.
16. Performs related duties as required.

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 Department.
- Principles and practices of program development and administration.
- Modern principles, practices, and methods used in various building inspection areas including structural, plumbing, electrical, and mechanical.
- Construction methods and procedures.
- Fire prevention procedures and practices in new construction.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including laws, ordinances, and codes related to building construction and zoning.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Operational characteristics and use of standard equipment used in building inspection and the building trades.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic information technology and network troubleshooting.

CITY OF SUISUN CITY
Chief Building Official (*Continued*)

Ability to:

Oversee and participate in the management of a comprehensive Building Department.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Read and interpret complex plans and specifications.
Analyze complex building inspection and code enforcement issues, evaluate alternatives, and reach sound conclusions.
Make adjustments to operating procedures as necessary to improve organizational effectiveness.
Exercise sound independent judgment.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Safely and effectively operate tools and equipment used in building inspection.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
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:

Six years of increasingly responsible combination building inspection experience including two years of advanced journey-level experience that includes lead supervision responsibility.

License or Certificate:

Possession of an appropriate driver's license.

Possession of an International Code Council (ICC) certificate.

Possession of a Building Official certificate issued by the Council of American Building Officials is desirable (C.A.B.O.).

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 some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; 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.