

CHIEF BUILDING OFFICIAL

PURPOSE

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.

WORKING CONDITIONS

Work is generally performed in an office setting, however, occasional field work for inspections or investigations may be necessary to perform complex inspections, evaluate staff or fill in for vacancies. This position may also involve evening meetings, field visits, occasional weekend and holiday work and assignments which extend the hours of the work beyond the normal workday/workweek. May also participate in afterhours on-call assignments. The work environment is high pressure, fast paced, and demanding and involves accommodating a large volume of work, resolving complaints and frequent interruptions.

PHYSICAL DEMANDS

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, including:

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.).

SUPERVISORY GUIDANCE RECEIVED/GIVEN

The incumbent receives general direction from the Director of Community Development or his/her designee and provides direct supervision to assigned professional, technical, contractual and clerical staff. Building Official may fill in as Community Development Director, as needed.

DISTINGUISHING CHARACTERISTICS

The Chief Building Official is a single position management level classification responsible for overseeing the day-to day operations of the Building 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, developers, 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

ESSENTIAL JOB FUNCTIONS- Duties may include, but are not limited to, the following:

Plan, organize, supervise, evaluate and direct the activities and operations of the Building Division
Implement ADA requirements and manage ADA complaints or issues.

Develop and implement the Building Division's goals, objectives, policies and procedures; assist in developing and implementing Community Development departmental goals, objectives, policies and procedures; Provide highly complex management assistance to the Community Development Director.

Coordinate and review the work of staff; Evaluate operations and activities of assigned responsibilities and recommend improvement, streamlining of processes, and other modifications; Develop strategies to improve the department's technical infrastructure; review; and Evaluate fee structures.

Provide overall management for Building Division, Plan; Prioritize, assign, manage, and review the work of staff involved in building inspections and plan checks; Select, train, motivate, and evaluate personnel and consultants; Provide or coordinate training; Work with employees to correct deficiencies; Recommend discipline as required.

Perform the more complex and technical assignments related to assigned responsibilities; Interpret complex building laws and codes; Perform complex plan reviews and building inspections; Review and approve all major projects prior to permit issuance; Issue Certificate of Occupancy for completed structures; Prepare building code violation cases for code enforcement action and litigation; Appear as a witness in court proceedings; Coordinate activities with other divisions, City departments, outside Agencies and organizations.

Prepare the Building Division's budget; Assist in departmental budget implementation; participate in the forecast of revenues and needs, including additional funds needed for staffing, equipment, materials, and supplies; Administer the approved budget.

Represent the Division and the Department to outside groups and organizations; Participate in outside community and professional groups and committees; and Provide technical assistance as necessary.

Provide technical and professional advice; Prepare and coordinate reports and presentations as needed for City Council or Planning Commission, community groups, boards, commissions, and regulatory agencies; and Generate technical data and statistics requested to illustrate or convey Division workload, productivity, and accomplishment.

Effectively resolve disputes between staff and developers, contractors, architects, engineers, and the general public.

Perform building code updates, through the tri-annual code update cycle, or more frequently as deemed necessary.

Recommend improvements and modifications; prepare various reports on operations and activities; Research new and revised construction methods and materials.

Develop policies, procedures, standards, Resolutions, and Ordinances to ensure compliance with applicable laws and regulations; Interpret and apply federal and state laws, rules and regulations related to building and code compliance matters; and Establish schedules and methods for building and construction inspections and plan checks.

Confer with and give information to architects, engineers, developers, contractors, and owners regarding plan review, building inspections, building and housing codes and methods of construction.

Respond to the most complex and difficult inquiries and requests for information; Provide information and resolve service issues or complaints; Represent the department with other City departments, other agencies, civic groups, and the public; and Establish and maintain a customer service orientation within the department.

Review and oversee complex plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes; Review the work of building inspection staff; and Assist in difficult inspection problems and code interpretations.

Coordinate Building Division activities with other City departments, divisions, and outside agencies.

Participate in development review of planning or engineering projects to provide early input on code requirements and any required building permit process

Provide leadership and direction for community standards related to building inspection efforts; educate the public regarding City standards in order to create an enhanced community; Communicate regularly with neighborhoods, businesses, Planning Commission, City Council, and the community-at-large to keep them apprised of the work and goals of the Building Division and to communicate on sensitive issues; Report to the Planning Commission and City Council on issues and status of various projects or initiatives as requested; and Speak before community groups to ensure good rapport and understanding of the City's Building Division services.

Represent the Division and Department to outside agencies and organizations; Participate in outside community and professional groups and committees; provide technical assistance as necessary.

Utilize and manage specialized database or permit management tracking programs to manage and track permit activity; and Lead the building division in use of technology to enhance business operations for internal, in the field and public use.

Maintain statistics on workload, permits received and issued and inspections.

Research and prepare technical and administrative reports; prepare written correspondence.

Act on behalf of the Community Development Director when needed.

Prepare RFP's, Manage consultants conducting work for the division; and Monitor the quality and timelines of consultant activities.

Perform duties as needed to provide after-hours emergency assistance related in storm activities or other building and safety issues; coordinate staff response in emergency situations as needed.

Function as a project manager including monitoring of permit status and progress to ensure that projects proceed efficiently through the process.

Establish positive working relationships with representatives of community organizations, state/local agencies, City management, staff, Boards and City Council, and the public; Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Required knowledge shall include, but not limited to, the following: 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; accessibility (ADA) standards and requirements; Community Development and Engineering processes related to land development, infrastructure, and planning; 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 standard; perform field inspections on complex projects; apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices. advise on standard construction methods and requirements for residential, commercial, and industrial buildings; determine if construction systems conform to City code requirements; read and interpret complex building plans; 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 Dixon'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 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, contractual, 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; perform minimum physical requirements.

Education And Experience:

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

Education: Equivalent to the completion of the twelfth grade. Additional college coursework in public administration, planning, plan checking, and/or building inspections techniques, principles, and practices are desirable.

Bachelor's degree with major course work in public administration, business administration or a related field is highly desirable.

Experience: Five years of increasingly responsible experience in building inspection, building construction, plans examination, land development, or other related work, including two years of supervisory responsibility.

License or Certification: The following licenses or certifications shall be maintained in current and valid as a condition of employment with the City:

Possession of a Combination Inspector Certificate by the International Code Council (ICC)

Possession of valid International Code Council (ICC) certification as either Building Official or Plans Examiner Certificate. If only one certification is possessed, other certification shall be obtained within twelve months after employment.

Possession of a valid Class C California Driver's License at the time of appointment and a satisfactory driving record as a condition of initial and continued employment.

Possession of a valid Certified Access Specialist (CASp) certification is not required, but highly desirable.