

ASSISTANT BUILDING OFFICIAL

DEFINITION

To assist the Building Official in managing and directing Building Division operations within the Development Services Department; to plan, organize, direct and coordinate the activities of an assigned division within the Building Division; to provide highly complex staff assistance to the Building Official; and serve in the absence of the Building Official as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Official.

Exercises direct supervision over assigned management, supervisory, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the Building Official in managing and directing the operations of the Building Division.

Recommend and assist in the implementation of division goals and objectives; establish schedules and methods for building inspection; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in permitting, plan review and inspection of buildings.

Address issues and complaints with contractors, architects, engineers, and the public.

Perform the more difficult and complex inspections when necessary.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Assist in preparation of division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; assist in administering the approved budget.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Review new products and methods for use in city's jurisdiction.

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Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees, including but not limited to California Building Officials and International Code Council; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence. Negotiate contracts and services with vendors.

Prepare and monitor performance measurements for assigned division.

Serve in the absence of the Building Official as required.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of building construction and inspection.

Equipment, tools and materials used in the construction and inspection of buildings.

Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Research methods and sources of information related to building code enforcement.

#### Ability to:

Organize, implement and direct Building ~~Inspection~~ Division operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent federal, state, and local laws, codes, regulations, and department policies and procedures.

Gain cooperation through discussion and persuasion.

Work weekends, evening or standby, as required.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

#### Experience:

Three years of increasingly responsible experience in building inspection, including one year of lead responsibility.

#### Training:

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level education supplemented by college course work in engineering, architecture, construction, or a related field.

### License or Certificate

Possession of a valid California driver's license.

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Possession of an International Code Council certification as a Building Inspector.

Certification as a Building Official through the International Code Council is desirable.

10-07-23	Assistant Building Official
09-13-18	
05-12-07	Building Inspection Supervisor
07-01-02	Chief Building Inspector
07-01-98	
07-01-89	