

BUILDING OFFICIAL

DEFINITION

To plan, organize and direct Building division operations within the Development Services Department; to coordinate division activities with other divisions or departments; and to provide highly responsible and complex staff assistance to the Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Development Services Director.

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

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

Recommend and implement division goals and objectives; establish performance standards, measures, and methods for building inspection, code enforcement, permit center, and plan review; develop and administer policies and procedures.

Plan, develop and oversee the work of staff involved in building inspection, code enforcement, permit center operations, and plan review.

Evaluate operations and activities of the Building division; implement improvements and modifications; prepare various reports on operations and activities.

Research and review codes for specification requirements and standards; review and recommend action in response to legislation concerning building, zoning, and related codes; prepare written correspondence as necessary.

Oversee and implement building code adoption process.

Oversee enforcement of Roseville Municipal Code nuisance violations.

Resolve difficult inspection and plan review issues and code interpretations; perform the most complex inspections; oversee inspections of substandard or hazardous buildings.

Prepare the Building division's budget; assist in budget implementation; prepare cost estimates for budget recommendations; submit justifications for the Building division; monitor and control expenditure.

Recommend the appointment of personnel; coordinate staff training; conduct performance evaluations; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Represent the division and department to outside groups 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.

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

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.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building construction and inspection work.

Pertinent local, State, Federal rules, regulations and laws including building codes.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation and monitoring.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct Building division operations and 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, and regulations and department policies and procedures.

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

Develop and recommend policies and procedures related to division operations.

Read and interpret plans and specifications.

Supervise, train and evaluate assigned staff.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five years of increasingly responsible experience in building inspection, including two years of supervisory responsibility.

Training:

An Associate's Degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college, preferably in building inspection technology, engineering, architecture, construction, or a related field; or certification of completion in Building Inspection Technology supplemented with further education through International Code Council (ICC) or California Building Officials (CALBO) in Building Official education and leadership skills. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of certification as a Building Official through the International Code Council (ICC) or California Building Official's (CALBO) Building Official Leadership Academy (BOLA) by date of appointment.

10-11-23

05-09-18

12-09-15

11-15-12

05-12-07

07-01-02 Building Official

06-02-98 Chief Building Inspector

06-28-95

10-01-88

Building Official

-4-

07-01-79

10-30-73

-67

-65

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