

CLASS SPECIFICATION

Yuba County

January 2007

CLASS TITLE: Assistant Chief Building Official

FLSA STATUS: Exempt

JOB SUMMARY:

Assists the Chief Building Official in managing and directing the Building Division of the Community Development Department; serves as acting Chief Building Official on a relief or as-assigned basis; assists with budget planning and monitoring; provides highly complex staff assistance to the Chief Building Official; and performs related duties as assigned.

CLASS CHARACTERISTICS:

This single class position assists with managing, planning, coordinating, reviewing and evaluating the work of the Building Division. Responsibilities include assisting with the development and implementation of divisional and departmental goals, objectives, policies and procedures; providing direction, leadership, and oversight to supervisory and technical staff; assisting with budget preparation and forecasting and representing the department in meetings between various state agencies, contractors, individual clients, as well as, other Departments and Divisions within the County.

EXAMPLES OF DUTIES:

Essential:

- Assists Chief Building Official in managing and directing the Building Division; serves as acting Chief Building Official on a relief or as-assigned basis.
- Assists in developing Division and Department goals and objectives, assists in the development of and implementation of policies and procedures.
- Plans, organizes and directs building inspection, plan review and permit issuance activities; assures all relevant codes, statutes and regulations are applied.
- Develops and implements the Building Divisions' work plan; assigns projects and programs; monitors, reviews and evaluates work, methods and procedures.
- Monitors and interprets changes in laws, codes and regulations related to activities and functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as appropriate.
- Assist in the preparation and review of the Building Division budget, assists in budget implementation, participates in the forecast of funds needed for staffing, equipment, materials and supplies, administers approved budget.
- Represents the Division and Department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Performs plan reviews and conduct building inspections in the absence of Building Inspectors and provides technical assistance as necessary.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Researches and conducts studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.

QUALIFICATIONS:

Knowledge of:

Principles and practices of building design, construction and inspection.

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

Administrative principles and practices, including goal setting and program development, implementation and evaluation.

Principles and practices of budget development and administration.
Principles and practices of organizational analysis and management.
Principles and practices of leadership, motivation, team building and conflict resolution.
Applicable laws, codes, rules and regulations.
Principles and practices of business correspondence and report writing.
Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

Organizing, directing and implementing comprehensive building inspection, plan review and permit tracking program.
Planning, organizing, supervising, reviewing, training and evaluating the work of others.
Interpreting, applying and explaining complex federal, state and local laws, codes and regulations.
Preparing and administering a budget.
Performing complex and sensitive building inspections.
Defining complex problems, analyzing alternatives and recommending solutions.
Preparing, reviewing and approving comprehensive analyses and reports, policies, procedures, correspondence and other written materials.
Making effective public presentations and representing the department and the County with members of other departments, public agencies and private organizations.
Using initiative and independent judgment and making sound decisions within laws, regulations and general policy guidelines.
Communicating clearly and concisely, both orally and in writing.
Using tact, discretion and prudence in working with others.

Ability/Physical Requirements:

- Mobility to work in a typical office setting and use standard office equipment.
- Ability to drive a motor vehicle in order to attend meetings and inspect properties.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Attend meetings outside of normal working hours.

Licensing and Certification:

- Must possess an International Code Council (I.C.C.) Certificate as a Building Official within two years as required by Health & Safety Code Section 18949.28 (a) or subject to dismissal.
- Must possess International Code Council (I.C.C.) Certificate(s) as a Building Inspector, Electrical Inspector, Plumbing Inspector and Mechanical Inspector or their equivalent.
- Maintain professional development and continuing education activities for ongoing certification as required by position.
- Possess a valid California Class C driver's license.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Equivalent to an Associates of Science degree in building inspection technology, pre-engineering, or a field related to the work and seven years of progressively related experience in performing building inspection or plan checking, with at least two years as a lead or supervisor. Additional experience as outlined above may be substituted for the education on a basis of two years of experience for one year of education.

PREFERRED: In addition to the minimum requirements, an additional I.C.C. Building Official or I.C.C. Plan Checker Certificate, additional related education and progressively related experience including supervisory experience.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.