

## CLASS SPECIFICATION

Yuba County

January 2007

**CLASS TITLE:** Chief Building Official

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Plans, organizes, coordinates and directs the operations for the County's building, code enforcement and permitting functions; provides professional building expertise to County management, the Board of Supervisors, other governmental agencies and the public; oversees and assures compliance with state, federal and County codes and regulations on all building, code enforcement and permitting functions and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This senior level management position is responsible for overseeing the operation of the Building Department in the Community Development and Services Agency. This position serves as the designated Building Official for the County. Responsibilities include policy development, program and project planning and budget administration. The incumbent is accountable for accomplishing departmental planning and operation goals and objectives and for furthering County goals and objectives within general policy guidelines. This position reports to the Community Development and Services Agency Director on all critical functions of the Building Department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Building Department; provides input on the administration, management and operations of the Community Development and Services Agency.
- Plans, organizes, assigns, manages, reviews and evaluates the work of assigned staff either directly or through subordinate supervision; recommends selection of staff; provides or coordinates staff training; conducts performance evaluations and administers discipline as required.
- Ensures the County's building codes, ordinances and regulations are fully enforced; works with County Counsel to prepare cases of violations; testifies in court as required.
- Participates in the administration, development and forecasting of funds needed for staffing, equipment materials and supplies for the Building Department budget; reviews departmental revenue and expense activities and reports.
- Monitors changes in laws, regulations, programs and techniques in all functional areas and evaluates their effect upon County activities; recommends and implements policy and procedural changes as appropriate.
- Prepares and directs the preparation of staff reports and exhibits regarding existing and proposed program activity and service delivery effectiveness.
- Confers with and represents the County in meetings with the Board of Supervisors, other department and/or management staff.
- Confers with and provides information to developers, engineers, architects, property owners and others regarding code requirements and alternatives and County policies and procedures, resolves complaints and problems within the required laws, regulations and standards.
- May personally perform professional level work on the more difficult complex inspections; spot check field inspections, building permits and inspection documentation.
- Reviews plans and specifications for buildings and related construction involving installation, remodeling, replacement and repair for use in performance of inspections.
- Provides technical guidance to staff regarding code enforcement, procedures, policies and interpretations; provides interpretation of the County's codes and ordinances, regulations regarding inspection and construction.

- Reviews documentation and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports and correspondence and issues citations to correct code violations.
- Develops and maintains knowledge of construction technology, methods and materials; updates code knowledge through regular training sessions.
- Prepares and directs the maintenance of accurate records and files; prepares informational materials, correspondence, reports and other written materials.

**Important:**

- Coordinates assigned departmental activities with those of other County service provision staff.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and inspect various sites.

**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.

Basic budgetary and administrative principles and practices.

Methods, materials and equipment utilized in residential and commercial building construction.

Laws, codes and regulations related to the most complex inspections.

Business and engineering mathematics.

Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.

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.

Computer applications related to the work.

Standard office practices and procedures, including filing and the operation of standard office equipment.

**Skill in:**

Organizing, directing and implementing comprehensive building inspection, plan review and permit tracking program.

Planning, organizing, supervising, reviewing and evaluating the work of others.

Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Developing training materials and training others in code details and inspection techniques.

Preparing and administering a departmental budget.

Enforcing laws, codes and regulations firmly, tactfully and impartially.

Understanding, interpreting, explaining and applying complex county, state and federal laws regulating building programs and projects.

Making effective presentations and representing the department at meetings concerning building codes, regulations and procedures.

Directing the collection, analysis and interpretation of data pertaining to building and permitting activities.

Performing the most complex and sensitive building inspections.

Detecting deviations from approved plans and specifications, detecting substandard materials and workmanship.

Preparing clear and concise reports, correspondence and other written materials.

Maintaining accurate records and files.

Establishing and maintaining effective interpersonal relations with the general public and personnel at all organizational levels.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment and 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, over the telephone or two-way radio.

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

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- Possess a valid ICBO or other nationally recognized inspection certificate as a certified Building Official.

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

**Minimum:** Equivalent to graduation from two years of college or possession of an Associate of Arts building inspection technology, pre-engineering or a field related to the work and eight years of progressively responsible experience performing building inspection or plan checking with three years of supervisory or management experience OR one year of experience at a level equivalent to the Assistant Chief Building Official.

**Preferred:** In addition to the above minimum, additional related education and progressively related supervisory or management experience.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**