

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: December 2018

CLASS TITLE: City Building Official

JOB CODE:

WORKING TITLE: City Building Official

FLSA STATUS: Exempt

REPORTS TO: Assistant Director of Community Development & Services

HIRING STATUS: At Will

GENERAL PURPOSE:

Under the general direction of the Assistant Community Development and Services Director, plans organizes and manages the operations of the Building Division including plan check and inspection services; provides enforcement and interpretations of all state and local building codes and the creation and implementation of policies and procedures; ensures the life, health and safety of the citizens of the City as it relates to construction, use and occupancy of all structures; serves as the principal enforcement officer of the building and housing codes of the City; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Assistant Community Development and Services Director; and performs other related duties as assigned.

JOB DESCRIPTION:

The City Building Official is the management level classification responsible for overseeing the day-to-day operations of the Building Services 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, 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.

TYPICAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Recommends and implements division goals, objectives, policies and procedures.
- Manages, oversees, and participates in development of work plans; assignment of work activities, projects and programs; monitors work flow.
- Provides leadership role to enforce all federal, state, and local building regulations.
- Examines, evaluates, and approved the building, plumbing, mechanical, and electrical installations or alterations of buildings.
- Inspects, evaluates, and approves construction of the structural system, fire, life and safety and disability access requirements, on-site grading, landscaping, and related architectural

and zoning requirements and improvements.

- Plans, reviews, controls, and evaluates activities, methods and procedures for building, electrical, plumbing, and mechanical inspections, plan checking and for complying with earthquake standards.
- Assists the Community Improvement Specialists, Fire Department and Police Department, in the investigation of alleged violations of the City of Marysville Municipal Code associated with building construction, disabled access, housing, and site improvements.
- Oversees the compilation of statistical data and report preparation related to building permit activity used by various federal, state and local agencies.
- Supervises, trains, and evaluates assigned personnel.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Meets with architects, engineers, developers, contractors, builders, property owners and other City Departments to identify and resolve issues related to design and construction standards
- Builds and maintains respectful, positive work relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Assures staff exercises safe work practices; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Issues Certificate of Occupancy.
- Performs other duties and assumes other responsibilities as needed or as delegated.

MINIMUM QUALIFICATIONS:

Education and Experience:

The equivalent to an associate degree from an accredited college or university preferred with significant course work in the areas of structural, mechanical, or civil engineering, architecture or related field; AND eight years of progressively responsible experience in the field of building inspection, construction, or plan review with extensive experience interpreting and enforcing California Building, Plumbing, Mechanical and Electrical Codes with three years of supervisory responsibilities within a building division preferred.

Required Licenses or Certifications:

- A current certificate as a Building Official by the International Code Council (ICC), California Building Official's (CALBO) Leadership academy or Council of American Building Officials is required.
- ICC or ICBO Certification as a Plans Examiner and Building Inspector.
- Must possess a valid California Driver's License.
- Either Possession of a California Access Specialist Program (CASP) certification at time of hire or within 12 months of the date of hire. The timeline may be extended an additional 12 months by the Community Development and Services Director based a determination of limited availability of the required training and/or testing opportunities.

Required Knowledge of:

- Principles and practices of supervision, staff selection, training, and personnel

management.

- Applicable state and local law relevant to building code administration, state building codes, standards, and specifications.
- Common building construction methods, materials, and proper inspection methods.
- Methods and techniques of effective technical report preparation and presentation.
- Principles of structural design, engineering mathematics, and architectural plan review and inspection.
- Safe work practices and related regulations.
- Legal procedures involved in enforcing building regulations.
- Supervisory principles, practices, and methods.

Required Skill in:

- Providing assistance in developing and administering budgets.
- Interpreting, explaining and applying building codes, inspection methods, plan check principles, relevant laws, departmental rules, and regulations.
- Analyzing, interpreting and checking complex plans, specifications, and calculations.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Using computers and needed programs effectively.
- Negotiating and identifying alternative means and approvals for projects that have practical difficulties.
- Communicating effectively, both orally and in writing.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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; 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.). Employees may be required to work on evenings and holidays, and participate in afterhours on-call assignments.

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.