



CLASSIFICATION SPECIFICATION BUILDING OFFICIAL/NIS MANAGER

JOB SUMMARY:

Under direct supervision of the Community Development Director, the Building Official/NIS Manager oversees the operations of the Building & Safety and Neighborhood Improvement Services Divisions; performs the most complex plan checks and inspections to ensure compliance with federal, state, and local building, electrical, plumbing, mechanical, and zoning codes and ordinances; researches, develops, and implements code enforcement strategies; plans, supervises, and performs complex inspections of residential, commercial, and industrial properties to determine compliance with federal, state, and local codes, regulations, and ordinances; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Building Official/NIS Manager is responsible for the overall management of the Building & Safety and Neighborhood Improvement Services Divisions and handles highly complex building and safety projects and code cases. This class differs from a Building Inspector and Neighborhood Improvement Services Officer due to the level of experience required, complexity of work performed, direct supervision of staff, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, directs staff, and participates in plan checks and building inspections for compliance with laws, codes, ordinances, and regulations governing the safety, construction, and alteration of buildings including plumbing, structural, electrical, mechanical, and plumbing installations; issues building and related permits for building construction activities within the City; and prepares reports, makes presentations on building and safety issues to the City Council, and provides recommendations.
- Researches code requirements, new materials, methods of construction, and related matters; monitors and keeps informed of current trends in the field of building inspection including legislation, court rulings, and professional practices and techniques; and evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and request for information from homeowners, business owners, laymen, contractors, architects, and the public; provides information on building, electrical, plumbing, mechanical, zoning restrictions, property maintenance and municipal and state code requirements, and any necessary corrective measures for building and safety violations and public nuisances; and resolves services issues and complaints.
- Oversees the most difficult, sensitive, and complex code enforcement cases including site visits, communications with complainants, attorneys, and property owners involved in code violation cases, and the gathering of evidence and documents for court proceedings; performs the full array

of residential, commercial, and industrial and transient business inspections; determines alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations; files criminal complaints; and appears in court and other hearings to present testimony.

- Consults with the City Attorney, other agencies, and other City departments such as Fire and Police on code enforcement cases; responds to questions and concerns from the public, City staff, and other agencies regarding code violations; provides information, as appropriate, and resolves issues and complaints; and services as a liaison to various community organizations and represents the City on homeless issues.
- Develops and monitors budgets for division programs, and identifies potential resources and prepares grant requests and proposals for activities to improve property maintenance, code compliance, and other related areas.
- Provides supervision and training for subordinate staff; coordinates scheduling and staff for building permit issuance, plan review and inspections, administrative appeal hearings, cost assessment hearings, and/or court hearings to present testimony; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Building, electrical, plumbing, and mechanical constructions, alteration, and repair methods, materials, and equipment; federal, state, and local building, electrical, plumbing, and mechanical codes, ordinances, regulations, and their administration and enforcement; provisions of federal, state, and local codes including but not limited to property maintenance, weed abatement, public nuisances, and inoperative or abandoned vehicles; Building Code, International Property Maintenance Code, Health and Safety Code, NPDES or water quality, and land use (zoning); office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain building policies and procedures; read, understand, and correctly interpret building plans, specifications, and building codes; inspect and analyze a variety of building and properties to identify code violations; correctly interpret and apply codes and regulations to varying situations; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in engineering, architecture, public administration, or a closely related field.
- Five years of increasingly responsible experience in code enforcement, building or structural design, construction, plan check, inspection, or research in building technology, with at least two years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a currently valid International Code Council (ICC) Certificate as a Building Official is preferred.
- Possession of a Basic Code Enforcement Certification and Basic Penal Code 832 module is preferred.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff,

and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

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