

## **CHIEF BUILDING OFFICIAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.  
Class specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction of the Community Development Director and City Manager, supervises and reviews the inspections of residential, commercial, industrial buildings and related structures for compliance to building codes and regulations, recommends code enforcement and building inspection policies to the City Council for adoption, supervises and directs the maintenance, construction, repair and improvements on City buildings and facilities, acts as the City's Safety Officer; and does other related work as required.

### **CLASS CHARACTERISTICS**

The Chief Building Official is an "at-will" employee of the City and serves at the pleasure of the City Manager. This is a single position class with management level responsibility for supervising, reviewing and recommending code enforcement and building inspection policies to the City Council. The Incumbent is the City's Building Official, and performs building inspection for single-family residences, commercial and complex structures, including associated structural, electrical, mechanical, and plumbing fixtures. In addition, the incumbent supervises the code enforcement program and provides inspection support for the City's road construction and maintenance.

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

Supervises building inspectors engaged in the inspections of residential, commercial, industrial buildings and related structures for compliance to building codes and regulations in any one or combination of the following areas: structural, electrical, plumbing or mechanical; Performs the more difficult inspection activities and acts as the City's Building Official. This position also acts as the City's Safety Officer and is responsible for maintaining City's safety program, safety meetings, and meeting Cal-OSHA requirements and standards.

Plans, reviews, develops and proposes changes as appropriate in the City of Live Oak's Building Inspection and Code Enforcement Programs, prioritizes and assigns projects: plans, organizes and directs proper and efficient maintenance and repair of City buildings, and City facilities and orders materials and schedules the use of various equipment necessary for job completion, conducts inspections to determine needs for repair and maintenance work, approves and decides the type and extent of repair and prepares estimates of cost of repairs and maintenance work; prepares materials and labor cost estimates for projects/jobs accordingly, confers with other City departments to discuss repairs, remodels and construction, as necessary, and to give written and oral work estimates;

Inspects roadways to determine compliance with City policies and/or work contracts; participates in the investigation of complaints and questions regarding road hazards, maintenance service and project schedules;

Supervises and/or performs plan checks on residential and commercial buildings prior to permit issuance; inspects buildings and structures to confirm that construction, alteration, or equipment installation work is performed in a safe manner, in compliance with provisions of applicable codes and ordinances, and in accordance with the approved plans and specifications; checks the quality of materials and the methods of construction utilized; issues certificates of final inspection and other permits.

Supervises and/or conducts field investigations in response to complaints of possible code violations; researches code complaints; makes recommendations or takes appropriate action; performs follow-up investigations to see that remedial action has been taken; issues citations for code violations; prepares code violation cases for public hearings; compiles complete evidence files and exhibits; confers and coordinates with other agencies and the City attorney on investigation and disposition of nuisance housing, zoning, building, sanitation, and other code violations; responds to public inquiries regarding complaints; testifies in court proceedings as necessary; prepares staff and technical reports as directed.

### ***MINIMUM QUALIFICATIONS***

***Thorough knowledge of:*** California Title 24, California Title 25 and State and local ordinances and regulations applicable to specific building or construction trades including plumbing, mechanical, and electrical codes; methods, materials, and equipment utilized in modern building construction; basic mathematics; principles and practices of code enforcement; report writing and basic computer applications relevant to the position; floodplain management as it pertains to buildings and the national flood insurance program; effective methods of supervision; communication skills and techniques for

gathering, evaluating and transmitting information; for interviewing, counseling and instructing; and for organizing and directing group discussions; rules of evidence, preparation of search warrants, charges and specifications in support of criminal and civil actions relating to code enforcement and building inspection issues.

**Ability to:** Understand and interpret applicable codes and ordinances; read and interpret plans and specifications; perform inspections, ascertain facts, and detect deviations from approved plans and specifications; detect substandard materials and workmanship; Train, direct, control and evaluate a subordinate group to maintain consistency with program objectives and standards; initiate, plan, organize, evaluate and coordinate work assignments with a minimum of direction and control. Investigate complaints or issues with the City's road maintenance system; enforce regulations firmly, tactfully, and impartially; keep informed of new and changing technology relevant to the position; establish and maintain effective working relationships with others; communicate effectively both orally and in writing; analyze and compile technical information on nuisance investigations and code violations, road hazards and apply investigative techniques to ensure compliance with appropriate codes and ordinances.

**Education and Experience:** Any combination of education and experience, which would demonstrate possession of the above knowledge and abilities, is qualifying. A typical way to meet these requirements would be: Educational equivalent to a Bachelor's Degree in Civil Engineering, Architecture or closely related field and five years of journey level building code enforcement experience with a local government agency of which one year was in a lead, supervisory or administrative capacity.

Two additional years experience in a supervisory or administrative capacity as a building code official for a government agency OR an International Code Council (I.C.C.) certification for Combination Residential or Commercial Inspector and one year experience as a building code official may substitute for the educational requirement.

**Special Requirements:** Must possess a valid California drivers' license. Possession of a safe driving record pursuant to the City's driving standards and policy.