



MAY 2016
FLSA: EXEMPT

BUILDING OFFICIAL

DEFINITION

Under general direction, performs a variety of supervisory, administrative and technical work in the areas of building inspection, plan review, fire prevention planning, permit processing, code enforcement and compliance activities; plans, organizes, supervises, reviews and participates in the work of technical and office support staff; coordinates activities with other City departments and divisions and outside agencies and organizations; develops and implements programs and procedures within the Building Division; enforces applicable sections of Title 15 of Calistoga's Municipal Code, and others as specifically referenced; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Planning and Building and occasionally from the Fire Chief. Exercises direct and indirect supervision over technical and office support staff.

CLASS CHARACTERISTICS

The Building Official is a division manager within the Planning and Building Department, and exercises full responsibility for planning, organizing and directing the work activities of the Building Division. This classification is distinguished from the next higher classification of Director of Planning and Building in that the latter is responsible for the overall management and administration of the Planning and Building Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ensures compliance with applicable laws, ordinances and codes (including, but not limited to, municipal, building, plumbing, mechanical, electrical, fire safety and energy codes) to ensure the health, safety and welfare of the public.
- Performs and/or coordinates the review of plans and specifications to ensure compliance with building standards and codes; monitors the work of consultants in the plan review process.
- Issues standard construction and occupancy permits and final inspection certifications.
- Conducts field inspections before and during construction, remodeling and repair; ensures compliance with building and related codes and regulations; checks the safety of construction and installation practices.
- Inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, electrical, plumbing and other construction work.
- Interprets codes and regulations; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; provides advice on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken.

- Conducts field inspections to check for code compliance; conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- Assists with the City's Annual Fire Inspection Program.
- Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of technical employees to ensure that codes are properly enforced with uniformity, equity and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises and participates in the development, implementation and maintenance of Division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting Division goals; ensures that goals are achieved.
- Participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved Division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; proposes and presents fee updates, code updates and amendments to City codes and ordinances; prepares and coordinates reports and presentations on current building issues for City Council, community groups and regulatory agencies; develops and maintains records, statistics and reports on construction activity.
- Monitors and keeps informed of current trends in the field of building and fire inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the Division with other City departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Acts as a secretary of the Building Standards Advisory and Appeals Board and keeps detailed records of all its proceedings.
- Coordinates the completion of State-mandated mobile home inspections of all mobile home parks located within the City of Calistoga.
- Assists with City code enforcement activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices and methods used in various building construction areas, including structural, plumbing, electrical and mechanical.
- Principles and practices of plan review.
- Principles and practices of program and budget development, administration and evaluation.
- Operational characteristics and use of standard equipment used in building inspection and the building trades.
- Methods and techniques of supervision, training and motivation.
- Applicable federal, state and local laws, codes and regulations, including laws, ordinances and codes related to building construction and zoning.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices and equipment.
- Modern office equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.

- Proper spelling and grammar.
- Occupational hazards and standard safety practices.

Ability to:

- Supervise and participate in the establishment of Division goals, objectives and methods for evaluating achievement and performance levels.
- Read, interpret and review complex plans and specifications to ensure compliance with building standards.
- Work effectively with builders, contractors, designers and the general public, using tact, discretion, initiative, and independent judgment within established guidelines.
- Prepare reports and letters.
- Make presentations to the City Council, Building Standards Advisory and Appeals Board and other groups.
- Analyze complex building inspection and code enforcement issues.
- Maintain I.C.B.O. certification through continuing education programs.
- Attend evening meetings as required.
- Interpret, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Safely and effectively operate tools and equipment used in building inspection.
- Operate an office computer and a variety of word processing and software applications, including permit tracking.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

High school diploma or general education degree supplemented by college level course work in building inspection, architecture, construction technology, civil engineering or a related field and four (4) years of responsible experience equivalent to that of a Combination Building Inspector. A Bachelor's degree is desirable.

Licenses and Certifications:

- Possession of a valid California class C driver's license with satisfactory driving record and automobile insurance.
- Possession of ICC or ICBO Combination Building Inspector or Building Official certification; or
- Commercial or residential certificates for the following:
 - ICC Building Inspector; and
 - ICC Electrical Inspector; and
 - ICC or IAPMO Mechanical Inspector; and
 - ICC or IAPMO Plumbing Inspector; and
 - ICC Building Official certification within a year of hire.

- Certified Access Specialist (CASp) (desirable).

PHYSICAL DEMANDS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment. Acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise-producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public, private representatives and contractors in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.