CITY OF ST. HELENA

CHIEF BUILDING OFFICIAL

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

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 Chapters 4, 4B, and 5A of the City Code, and others as specifically referenced; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

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

SUPERVISION RECEIVED/EXERCISED:

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

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Reviews plans and specifications for commercial, industrial and residential sites; ensures compliance with applicable laws, ordinances and codes (including, but not limited to, building, plumbing, mechanical, electrical, fire safety and energy codes) and municipal codes to ensure the health, safety and welfare of the public; keeps informed of changes and new legislation pertaining to building codes and related regulations; reviews codes published by the State for adoption, recommends amendments to those codes based on local conditions and submits recommendations to the City Council for adoption and inclusion in the City Code, Chapters 4, 4B, and 5; issues standard construction and occupancy permits and approves final inspection certifications.

- Performs and/or coordinates the review of plans and specifications to ensure compliance with building standards and codes; monitors the work of consulting engineers in the plan review process.

- Conducts periodic field inspections before and during construction, remodeling or 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
CHIEF BUILDING OFFICIAL

Page 2

foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, electrical, plumbing and other construction work; makes final inspections to clear permits.

• Interprets codes and regulations; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken.

• Assists the Fire Marshal with field inspections to check for fire code and zoning compliance; conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.

• Assist the Fire Marshall in implementing the City's Annual Fire Inspection Program; performs inspections of schools for compliance with Title 19 and California Fire Code.

• 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.

• Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides and coordinates staff training; ensures ongoing review of codes and methods for subordinates; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.

• Oversees and 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 inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.

• Maintains and ensures compliance with the Seismic Hazard Mitigation Program for the City, including processing reimbursements, monitoring special inspections and structural observations of retrofits.
• Responds to the most 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.

**WORKING CONDITIONS:**

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 the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment, and 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, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Chief Building Official**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience equivalent to that of a Combination Building Inspector, and an associate of arts degree in engineering, construction, architecture or a closely related field. Additional qualifying work experience may substitute for education on a year for year basis.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver’s license and possession of an I.C.B.O. Combination Building Inspection certificate and a Building Official certificate issued by the Council of American Building Officials is required.
KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

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 English, 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; 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.

Skill to:

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.