

BUILDING OFFICIAL

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

DEFINITION

To serve as the administrator of the City's Code Enforcement Agency; to enforce all laws and regulations including the Building, Electrical, Plumbing and Mechanical Codes; to perform plan review and field verification for all applicable codes; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning & Community Development Director.

Exercises direct supervision over professional and technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Administer the City's code enforcement; enforce all Federal, State and local laws, codes and regulations.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Supervise the examination of plans and specifications for completeness and compliance with applicable codes and regulations; maintain efficient plan examination process.
6. Conduct field investigations and inspections as necessary; confer with owners, architects and engineers regarding design and construction plans and interpretation of the Uniform Codes.
7. Perform complex plan review; approve all residential, commercial and industrial building construction documents and permits.
8. Maintain, review and approve departmental records, correspondence and computer data.
9. Develop customer handouts and information packets for construction activities and departmental procedures.
10. Prepare for code adoption proceedings; provide for appropriate evaluation of building materials and procedures; recommend revisions of existing codes and ordinances.

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Essential Functions:

11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Planning & Community Development Director.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection.

Marginal Functions:

1. Serve as Secretary for the Building Code Board of Appeals.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable rules, regulations, codes and standards in assigned area including Uniform Building Code and the Americans with Disabilities Act.
Federal and State accessibility regulations and City zoning regulations.
Principles and practices of building construction.
Methods and techniques of building inspections.
Standard installation procedures for electrical, plumbing and mechanical systems.
Methods and techniques of field investigations.
Principles and practices of plan checking.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Occupational hazards and standard safety practices.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Administer the City's building code enforcement rules and regulations, codes and ordinances.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer program budgets.

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Ability to:

Analyze, interpret and accurately check complex building plans and specifications.
Conduct field investigations and inspections.
Read and interpret plans, specifications and engineering calculations.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret, explain and apply Federal, State and local policies, laws and regulations.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in building inspection and code enforcement, including one year of supervisory or lead responsibility.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in construction trades, construction inspection or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid ICBO Combination Building Inspector certificate.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens, inclement weather conditions; work or inspect in confined spaces; work around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles.