



Building Official

Department/Division:	Community Development/Building and Safety
Reports To:	Director of Community Development
Provides Direction To:	Senior Plan Check Engineer, Plan Check Engineer, Senior Permit Technician, Permit Technician, Principal Building Inspector, Code Enforcement Officers, Administrative Assistant, Office Specialist
Bargaining Unit:	Unrepresented
Exemption Status:	Exempt
Employment Status:	Unclassified (At-will)
Date Prepared:	May 24, 2016

GENERAL PURPOSE

Under administrative direction, plans, manages, and supervises the activities and staff of the Building and Safety Division, including plan check, building inspection, permit processing, code enforcement, and related programs; acts on behalf of Director of Community Development during absences; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Building Official is distinguished from the plan check, permit review, building inspection, and code enforcement positions by its breadth of responsibility for the division-wide operations, policy making authority, supervision exercised, and budget accountability. The Building Official is differentiated from the Director of Community Development which has broader accountability for the planning and building divisions, and higher policy-making and budgetary authority and broader external interfaces.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, organizes, assigns, trains, coordinates, supervises and evaluates the work of Building and Safety Division staff; establishes and evaluates the attainment of Building and Safety Division goals.
2. Manages divisional work activities including plan checks, building inspections, code inspections, and permit applications.

ESSENTIAL FUNCTIONS (continued)

3. Researches and develops new programs and policies related to solar permits, green building standards, records management practices, and other types of standards to support the department director or given City Council work plans.
4. Prepares and administers division budget for building, code enforcement, plan review, traffic planning, permit processing, and administrative services, and related contract expenses.
5. Attends, conducts, and acts as a staff liaison to various committees for the Construction Community, Environmental Task Force, Board of Building Appeals, Emergency Preparedness Team Committee, and sub-committees.
6. Confers with architects, engineers, builders, developers and property owners in interpreting code requirements and policy guidelines.
7. Reviews plans and specifications for proposed development and identifies technical issues and compliance concerns.
8. Prepares and enforces Code Adoption Ordinances for management, staff, and City Council review and educates affected parties concerning requirements.
9. Establishes and evaluates division practices and policies and recommends changes to improve operational efficiency and effectiveness.
10. Attends professional meetings and conferences to advise the City as to building trends, developments, and emerging needs and requirements.
11. Represent the Division at staff and City Council meetings and make presentations and serves as the City's representative for meetings involving building officials, Green Standards, and environmental matters.
12. Prepares requests for proposals and administers contracts for professional services.
13. May act on behalf of the Director of Community Development during absences.

QUALIFICATIONS GUIDELINES

Knowledge of:

California Building Standards Code governing engineering and architectural design and construction practices; other laws, regulations and ordinances adopted by the City; plan check practices, methods, and techniques; architectural and engineering principles and practices; principles of supervision and evaluation; code enforcement principles and practices; budgetary practices; contracts administration practices; shoring, grading, and storm water management plan standards; research and analysis techniques; budgeting methods; conflict management techniques.

Ability to:

Plan, organize, schedule, assign, supervise, review and evaluate the work of assigned employees; establish division goals; develop, evaluate and interpret building and construction standards in determining the acceptability of plans and specifications while meeting service expectations; interpret, apply, and enforce applicable State and local building codes, standards, and regulations; review, interpret, and analyze construction blueprints, plans, and specifications, architectural and engineering drawings, and maps for conformance with City building standards and policies; detect faulty materials and workmanship and investigate code violations; make accurate measurements and computations; operate modern office equipment and computer hardware; use word processing, spreadsheet, and permit tracking software; provide comments regarding standard construction methods and improvements; investigate building code violations and respond to complaints and inquiries; follow oral and written instructions; prepare clear and accurate inspection records and reports; communicate effectively orally and in writing and make effective presentations; organize work, set priorities, and meet deadlines; establish and maintain effective working relationships with staff, management, property owners, contactors, vendors, general public, and others in the course of work.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university in Civil Engineering, Architecture, Architectural Engineering, Industrial or Construction Technology, or a related field is required, supplemented by course work or training in model code interpretation, construction methods, and plan check practices. Seven years of responsible building construction, building inspection, plan checking, or model code development experience is required, including at least two years of lead or supervisory experience. State of California registration as a Professional Civil Engineer or licensed Architect with the California Architects Board is highly desirable.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Certification from the International Code Council (ICC) or within one (1) year of appointment is required.

Ability to work on call, extended hours, weekends or holidays in order to respond to inspection requests.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is frequently required to sit, stand, and walk, and regularly operate a motor vehicle. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds. During inspections, the employee inspects commercial and residential sites, walks on uneven terrain, climbs ladders and stairs and accesses temporary or construction access points.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret specifications; analyze and solve problems; use math and mathematical reasoning; establish priorities and meet deadlines; and interact appropriately with property owners, vendors, contractors, general public, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in both office and field settings. In the office, the employee works in controlled temperature conditions.

In the field, the employee is exposed to traffic and motor vehicle fumes, mechanical and/or electrical hazards, construction noise, and potentially hazardous physical substances. When performing inspections, the employee may work at various heights above ground to conduct roof and attic inspections and may also work in confined spaces. The employee may interact with upset owners, contractors, developers, and other parties in interpreting and enforcing departmental policies and procedures.