



OCTOBER 2024  
FLSA: EXEMPT  
Bargaining Unit: UM  
JCN: 0281

## **DEPUTY DIRECTOR OF BUILDING SERVICES – CHIEF BUILDING OFFICIAL**

### **DEFINITION**

Under general direction, plans, organizes, and coordinates the activities and programs of the Building Division of the Planning and Building Department related to the enforcement of mandated laws and regulations for public health, safety, and general welfare of buildings, structures, and land development construction; supervises staff involved in plan review, permitting, and building inspection to ensure that all construction and occupancy activity meet applicable federal, state, and local laws and regulations; coordinates assigned activities with other divisions, departments, and outside agencies; provides expert professional assistance to the Director of Planning and Building within the areas of responsibility; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Planning and Building. Exercises general supervision and direction over professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

The Deputy Director of Building Services – Chief Building Official has division level responsibility for the overall oversight and administration of the building plan check, inspection, and non-discretionary permitting functions of the department, including policy development, program planning, developing goals and objectives, and supervising professional, technical, and administrative support staff. This class provides assistance to the Director of Planning and Building in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

This class is distinguished from the Director of Planning and Building in that the latter has overall management and administrative responsibility for the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Manages and directs the daily functions and operations of the Building Services Division including inspection, plans examination, permit processing and civil engineering review.
- Directs, oversees and participates in the development of the division's work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Recommends, appropriate service and staffing levels based on data and trends; makes recommendations for appointments, promotions, and disciplinary actions.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; works with employees to correct deficiencies; implements discipline

- procedures as needed; maintains high performance standards necessary for the efficient and professional operations of the division.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of building inspection, plans examination, and permit processing services and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
  - Directs and administers activities and programs for compliance with federal, state, and County codes and regulations governing housing, building construction, rehabilitation, alteration, use, and occupancy.
  - Oversees and coordinates the functions of the permit centers; coordinates the delivery of services with the Planning Division, the Department of Transportation, and the Department of Environmental Management.
  - Keeps informed on current regulations, changes in codes and legislation, new building materials, and construction methods; furnishes updated interpretations of codes and regulations to other County staff; implements new regulations on a timely basis.
  - Provides staff resources and technical testimony for various boards of appeal as well as staff leadership and technical assistance to other committees, commissions, or boards, either directly or through professional staff.
  - Serves as the "in-house arbitrator" regarding technical disputes concerning assigned areas of responsibility, and interpretation of codes and policies.
  - Represents the division, department, and County in meetings with public officials, other public agencies, and civic groups to coordinate, develop, and implement projects and programs.
  - Builds and maintains positive working relationships with co-workers, other County employees and the public using principals of good customer service.
  - Determines work priorities, coordinates and schedules assignments, and establishes goals and objectives.
  - Supervises and participates in the development and administration of the Building Division budget in conjunction with department fiscal administrative staff; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
  - Directs the preparation and prepares a variety of written material, including staff reports, policies and procedures, ordinances and resolutions, memoranda, correspondence, and similar documents.
  - Inspects current and proposed public projects and facilities.
  - Confers with County legal advisors, and conducts follow-through activities during legal processes.
  - Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to area of responsibility.
- California construction codes, including Titles 24 and 25.
- Principles and practices of commercial, industrial and residential construction, site development, plan checking and inspection.
- Principles of planning, land use, property development, and code enforcement.
- Principles and practices of permit and records management.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Understand, interpret, analyze, and apply federal, state, and local laws, rules and regulations, policies, and procedures governing zoning, land use, building and safety, property development, code enforcement activities and operations, and/or other applicable principles regulated by code.
- Read and interpret building and construction plans, maps, diagrams, and specifications, and research databases.
- Prepare, verify, analyze, and reconcile complex building inspection and code records, reports, and recommendations.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.
- Analyze complex problems, identify and develop alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively represent the division, department, and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Negotiate contracts and agreements.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work and gain cooperation through discussion and persuasion.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in construction technology, civil engineering, architecture, or a closely related field;

AND

Four (4) years of increasingly responsible experience in a public agency building department or division involving permit processing, plan review, inspection, code enforcement, and standards development, including at least two (2) years in an administrative or supervisory capacity.

Additional qualifying experience may be substituted for the required education on a year for year basis.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California Driver’s License by time of appointment and a satisfactory driving record.
- Possession of a Certified Building Official Certificate (CBO) or equivalent legacy certifications issued by the International Code Council.
- Possession of a Building Plans Examiner Certificate (B3) issued by the International Code Council.
- Possession of an Architect or Engineers License issued by the State of California or completion of Building Official Leadership Academy through California Building Officials (CALBO) is desirable.

**PHYSICAL DEMANDS**

This is primarily a sedentary office position, although the incumbent may work partially in the field, standing, climbing, and walking between work sites; primary functions require sufficient physical ability to work in an a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various construction, County, and meeting sites; vision in the normal visual range with or without correction sufficient to reach printed materials and a computer screen; and hearing in the normal audio range with or without correction and speech to communicate in person, before groups, and over the telephone. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures and County codes.

**WORKING CONDITIONS**

Must be willing to attend meetings outside of normal working hours. Must be willing to respond to emergencies in off hours as required.