



DECEMBER 2018
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)

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Division, including building inspection, plans examination, and permit processing.
- Manages, recommends, and participates in the development and implementation of goals, objectives, policies, procedures, and priorities for the division.
- Recommends, within departmental policy, appropriate service and staffing levels; makes recommendations for appointments, promotions, and disciplinary actions.
- Assigns, directs, and evaluates the work of staff; plans for and provides staff training and professional development, interprets County personnel and memorandum of understanding provisions.
- 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.
- 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 in order to coordinate, develop, and implement projects and programs.
- Maintains effective relations with a variety of community organizations, groups, and other individuals; works closely with other division heads and County staff to solve a broad range of service delivery, community, and administrative problems.
- Determines work priorities, coordinates and schedules assignments, and establishes goals and objectives.
- In conjunction with department fiscal administrative staff, directs the preparation and administration of the division's budget.
- 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:

- Administrative principles and practices, including goal setting, program and project development, implementation, management, and evaluation.
- 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 assigned area of responsibility.
- California construction codes, including Titles 24 and 25.
- Principles and practices in general construction, site development, electrical, and mechanical systems.
- Safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Principles and techniques of building inspection work.
- Principles of structural design and engineering mathematics.
- Research methods and sources of information related to building code enforcement.
- Principles, practices, and techniques of in-depth administrative, civil, and criminal investigation and preparation of cases for compliance, remedial proceedings, and prosecution.
- Principles of planning, land use, property development, construction, and safety.

- Principles and practices of 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.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- 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.
- Provide technical advice on standard construction methods and requirements for residential, commercial, and industrial buildings.
- Analyze complex investigation problems, develop alternatives, and adopt effective courses of action.
- 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.
- 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.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

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

AND

Four (4) years of supervisory or administrative experience in a public agency building department or division involving permit processing, plan review, inspection, code enforcement, and standards development.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a Certified Building Official Certificate (CB) 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 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.