



AUGUST 2019
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0249

DEPUTY BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes, and evaluates the activities of the Building Services Division within the Planning and Building Department; supervises the administrative and technical work of the department; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director - Chief Building Official. Exercises general direction and supervision over technical and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day activities of Building Services, including short- and long-term work planning, as well as development and administration of departmental policies, procedures, and services. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Deputy Director - Chief Building Official in that the latter is a deputy director over the Building Services Division with responsibility for overall policy development, program planning, fiscal management, and operation of the County's building function, and functions as the County's Chief Building Official.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and management philosophy for the Building Services Division.
- Directs and participates in the development and administration of the Building Services' annual budget.
- Plans, assigns, supervises, reviews, and evaluates the work of technical and administrative support staff, directly or through subordinate staff; trains staff in work procedures.
- Interviews candidates and makes hiring recommendations to the Deputy Director - Chief Building Official for administrative and technical positions; evaluates the performance of subordinate personnel and makes appropriate recommendations.
- Assists the Deputy Director - Chief Building Official in planning, organizing, directing, and coordinating the activities and programs of Building Services.
- Advises staff, management, and elected officials regarding the laws, regulations, and their interpretations; recommends the modification or adoption of procedures to meet changing requirements.
- Supervises and performs analytical studies of organization, budgetary, and administrative problems; recommends improvements to methods and procedures utilized.

- Develops and implements management improvements and practices; makes recommendations on procedures, forms, and workflow.
- Develops and implements methods and procedures to inform the public of current and proposed programs and projects; obtains the participation of interested citizens and groups in program development.
- Represents Building Services before the Board of Supervisors, governmental agencies, and community groups.
- Ensures enforcement of complex building codes; directs, through subordinate staff, all aspects of essential building inspection and plans examining services.
- Confers with contractors, architects, engineers, property owners, and other agencies and organizations to discuss the most complex and sensitive conformance requirements and problems.
- Develops and maintains cooperative relationships with other divisions, County departments, community agencies, and other public and private jurisdictions.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Building function.
- Federal, state, and local codes and regulations governing housing and building construction, rehabilitation, alteration, use and occupancy.
- Principles and practices of public finance, administration, and local government budget preparation.
- Principles and practices of code inspection and enforcement programs.
- Principles, practices, and methods of building construction and site development.
- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Building Services Division.
- Analyze administrative problems, budgets, and a variety of programs, systems, and procedures, and prepare sound recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the 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

Two (2) years of supervisory experience in a public agency building department or division involving permit processing, plan review, inspection, code enforcement, and standards development.

Equivalent to a master's degree in engineering, construction technology, or a closely related field may be substituted for one (1) year of the required experience.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid International Code Council California Building Plans Examiner (I6) or Building Plans Examiner (B3).
- Possession of a valid International Code Council California Building Official within two (2) years of appointment.

PHYSICAL DEMANDS

This is primarily a sedentary office position, although the incumbent may work partially in the field and would require mobility to stand, climb, and walk 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 read printed material 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.