

CHIEF BUILDING OFFICIAL

DEFINITION

To plan, coordinate, supervise and review the activities and operations of the Building Inspection division; to enforce the laws, codes and ordinances dealing with the construction of new buildings and the alteration and safety of existing buildings; coordinate and manager the Permit Center; personally perform the more complex project assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification functioning as the Chief Building Official. This position is responsible for the building inspection program for Glenn County, the Permit Center, and oversight for the construction of/on County owned buildings.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Agency Director; exercises functional and technical supervision over assigned building inspection staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Engages in building permit application activities, plan checking, field inspection, and code enforcement to ensure compliance with applicable codes and regulations of County, State and Federal agencies.

Assigns, reviews and evaluates the work of subordinates; development of staff training and team building, and implementing a problem solving approach to building regulation and enforcement.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations.

Coordinates inspection activities with other County departments and divisions; conducts joint inspections with other County departments.

Coordinates and manages the Permit Center for the initiation and/or processing of County development permits.

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New 01/01/05
Rev.- 01/01/05
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

Res. #2004-121
Res. #2005-003
M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Develops, plans and implements Building Division goals and objectives; recommends and administers policies and procedures.

Reviews all applications for floodplain development permits and elevation certificates.

Attends professional meetings, conferences and training seminars to enhance professional job knowledge and skills and maintain certifications.

Confers with architects, contractors, owner-builders, and the general public in the field and office; explain and interpret requirements and restrictions; resolves differences between Building Inspectors and contractor or owner-builder.

Assists in establishing policies to implement new or special applications of requisite building codes, and makes recommendations for building code changes; assists in developing, formulating, and administering a building inspection program; enforcement of state and local building code ordinances, and securing compliance with building codes for all construction projects conducted within the county.

Participates in the development, supervision and administration of capital projects.

Performs general administrative work as necessary, including preparing reports and correspondence.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of supervision, training and performance evaluation.

Principles and practices in general construction, electrical, plumbing and mechanical systems.

Modern and complex principles and practices of building inspection program development and administration.

Safety standards and methods of building construction for commercial, industrial and residential buildings.

Research methods and sources of information related to building code enforcement.

Ability to:

Understand pertinent federal, state and local laws, codes and regulations.

Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.

Effective administration of a variety of inspection activities.

Select, supervise and train staff.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Read and interpret building plans, blueprints, specifications and building codes.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Make mathematical calculations rapidly and accurately.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

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:

Five years of increasingly responsible experience in building inspection; including at least two years in an administrative or supervisory capacity.

Training:

Equivalent to Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field. Two years of additional professional experience may be substituted for the Bachelor's Degree.

LICENSE OR CERTIFICATE

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

Equivalent to certification from ICBO as a certified Building Official, Plans Examiner and Building Electrical, Plumbing and Mechanical Inspector.

Classification Code:	0776333
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"