

CHIEF BUILDING OFFICIAL

DEFINITION

Under general direction, is responsible for all operations in the Building Division; ensures compliance with state and federal mandated minimum standards along with the City of Atwater codes in the issuance of building permits; to have day-to-day responsibility for planning and conducting building and code enforcement inspections; to perform a variety of commercial, industrial, and residential building inspection duties at various stages of construction, alteration, and repair; to review building plans and specifications; to enforce building construction and repair codes; to determine that building construction, alterations, and repairs are in compliance with federal, state, and local building, life, health, and safety codes and ordinances; and to perform related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This classification is a mid-management position responsible for the overall management of the planning, oversight, and conduct of City building inspections and building code enforcement functions. Incumbents of this class perform a full range of combination building/inspector duties for residential, commercial, and industrial projects. Incumbents are expected to be fully knowledgeable with the policies, requirements, and procedures of the Building Division and the City.

REPORTS TO

Community Development Director or as assigned.

CLASSIFICATIONS SUPERVISED

This class may perform lead supervision and work coordination responsibilities for other inspection, plan checking, and support staff.

ESSENTIAL FUNCTIONS

Plans, organizes, directs, and manages the City's Building Division. Typical duties include day-to-day responsibility for City building inspection and enforcement functions; develops information and records for formal legal actions; receives and reviews plans, performing complex plan checking; enters plan checking data into a computer; conducts field inspections of all types of structures in varying stages of construction, alteration, or repair in several trade specialties such as plumbing, electrical, mechanical, structural, and carpentry trades; interprets applicable codes and ordinances for builders and home owners, ensuring compliance; inspects foundation, concrete, steel, wood framing, plastering, plumbing, heating, and electrical installations and a large variety of other complex and routine building construction methods; inspects completed work, giving

final approval; writes correction notices and follows-up to ensure implementation of required changes; responds to complaints by citizens pertaining to building, fire hazard, and health issues; performs zoning and health and safety standard inspections; coordinates inspection activities with other City departments; conducts field reviews of plans and specifications; ensures conformance with California Building Code, plumbing, mechanical and electrical codes and pertinent provisions of state and county health and environmental ordinances; assists with zoning, general land use, and code enforcement inspection work; may make inspections to determine causes of structural failures; issues building permits; provides advice on construction procedures and practices; may inspect City owned buildings and structures; and may provide direction and work coordination for other staff. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighting up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed alone in remote locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Building materials, accepted safety standards, and modern methods of building construction for commercial, industrial, and residential buildings.
- Building and related codes and ordinances enforceable by the City, specifically California building, fire, plumbing, mechanical, and national electric codes, H.C. accessibility regulations and energy conservation regulations, zoning ordinances, and state and county health codes.
- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Principles of mathematics related to the building trades.
- Inspection methods and procedures.
- City code enforcement policies.
- Plan checking and review.
- Principles of work coordination and scheduling.

Ability to:

- Maintain day-to-day responsibility for City building inspection and building code enforcement functions.
- Provide direction and work coordination for other staff as assigned.
- Perform complex plan checking and review assignments.
- Perform a variety of building inspections, examining workmanship and materials and enforcing requisite codes and ordinances.
- Use and apply a wide scope of inspection methods and techniques.
- Perform a variety of zoning, fire, and other code enforcement functions.
- Detect deviations from laws, regulations, and standard construction practices.
- Read, interpret, and explain building plans, specifications, and codes.
- Apply technical knowledge of building trades work.
- Make mathematical calculations quickly and accurately.
- Communicate effectively, both orally and in writing.
- Provide advice on acceptable construction methods and practices.
- Enforce regulations with firmness and tact.
- Prepare clear and concise reports.
- Represent the City building inspection functions in a courteous and professional manner.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Three (3) years of journey level trades and/or plan checking experience in building construction involving work done in conformance with standard codes.

SPECIAL REQUIREMENTS

- Certified Building Official administered by a recognized state, national, or international associate or the ability to obtain within one (1) year of hire.

Education:

- Graduation from an accredited community or junior college with an AA or AS degree in construction inspection technology, construction management, or related field. Field experience may be substituted for degree.

License:

- Possession of a valid California driver's license.

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