

## **DEPUTY CHIEF BUILDING OFFICIAL**

### **DEFINITION**

Under general direction, to manage the building division and administratively coordinate building and life, health, and safety inspections. To perform complex professional City building division functions; to be Acting Chief Building Official in the absence of the Chief Building Official; to assist other departments in maintaining policies and procedures; to review permit applications, building plans, and specifications and to distribute to other departments and/or agencies as needed; to receive applications and determine that building construction, alternations, and repairs will be in compliance; to calculate fees to issue over-the-counter permits; to perform basic plan checks for non-complex projects and minor residential additions and alterations; to provide organizational and technical support for the building division; to perform a variety of fiscal, statistical, and office support work; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is an experienced classification for the planning, oversight, and conduct of the City building division. Performs duties as Acting Chief Building Official upon absence of the Chief Building Official. Incumbents perform a broad range of complex building division functions, specialized duties as well as a variety of office, administrative, and fiscal assignments. Incumbents are expected to be fully knowledgeable with the policies, requirements, and procedures of the building division. Incumbents perform the full scope of current and advanced administrative building division functions.

### **REPORTS TO**

Community Development Director.

### **CLASSIFICATIONS SUPERVISED**

This class may perform lead supervision and work coordination responsibilities for other support staff.

### **ESSENTIAL FUNCTIONS**

Performs a variety of difficult and complex building division administrative work. Typical duties include day-to-day responsibility for the City building division functions; reviews permit applications, calculating fees and issuing permits and other related documents for the building division; interprets applicable codes and ordinances for builders, permit holders, and the general public; maintains policy and procedures of other City departments; issues over-the-counter permits according to federal, state, county, and City codes, laws, and regulations; issues certificate of occupancy for commercial

projects upon approval; researches property and building permit history for individuals and companies; reviews contractor license, engineer license, and architect license information and approvals for business license and building permits; coordinates inspection activities with other City departments; reviews documentation for a variety of commercial and residential projects, checking for completeness; logs data, calculates fees, and distributes documents to appropriate staff; provides advice on construction procedures and practices; receives building plans, calculating plan check and building permit fees for plans submitted for review, noting type of construction and square footage or evaluated costs; types reports, letters, purchase orders, legal documents, and variety of other documents; assigns new residential and commercial addresses; maintains and updates log of building plans being reviewed by the building division; contacts other agencies or individuals to obtain documents or information; checks building plans and issues building permits for minor residential additions and alterations, utilizing applicable standards and design aids; complies and verifies statistical and/or financial data for various reports; maintains records and files of building plans and documents; responds to public inquires regarding status of submitted projects and provides general information; inputs fee data for computerized record keeping; may provide direction and work coordination for other staff; performs a variety of office and administrative work for the department; and operates office equipment. May be required to attend night and weekend meetings.

**TYPICAL PHYSICAL REQUIRMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; may travel to job sites; frequent contact with other staff and public.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- Building and related codes and ordinances enforceable by the City, specifically federal and state building, fire, plumbing, mechanical, and electrical codes, H.C accessibility regulations and energy conservation regulations, zoning ordinances, and state and county health codes.
- Operations, procedures, and requirements of the building division and other related departments and agencies.
- Accepted safety standards and methods of building construction.
- Qualities of various construction methods.
- Inspection methods and procedures.

- Addressing, building plans, blueprint, site plans, maps, and civil drawings.
- Modern office methods and procedures.
- Computerized record keeping and fiscal systems.
- Mathematics related to the calculation of permit fees.
- Public relations techniques.
- Plan checking and review.
- Principles of work coordination and scheduling.
- Computers, word processor, spreadsheet, and database.

**Ability to:**

- Maintain day-to-day responsibility for the City building division functions.
- Apply knowledge of proper inspection techniques.
- Provide direction and work coordination for other staff as assigned.
- Detect deviations from laws, regulations, and standard construction practices.
- Read and interpret building plans and specifications.
- Maintain systematic records.
- Advise on standard construction methods and requirements.
- Maintain cooperative working relations with builders, contractors, other agencies, and the general public.
- Enforce necessary regulations with firmness and tact.
- Quickly obtain codes and ordinances related to the issuance of building and other permits upon request.
- Perform basic plan check for non-complex projects.
- Interpret City code enforcement requirements and interpret and explain applicable codes and ordinances.
- Perform complex, technical support work in the issuance of City building permits.
- Perform a variety of fiscal, administrative, and office support work.
- Make arithmetical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Five (5) years of responsible work experience in building design and administrative support work, providing public assistance with the receipt of applications and the issuance of permits including experience with computers, word processor, spreadsheet, and database.

**SPECIAL REQUIREMENTS**

- Possession of ICC certification as a Building Permit Technician or other related certification from a recognized state, national, or international association.

**Education:**

- Equivalent to graduation from high school and continuing education for certifications.

**Licenses:**

- Possession of a valid California driver's license.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*

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