

CITY OF EAST PALO ALTO

CLASSIFICATION SPECIFICATION

CLASS TITLE: CHIEF BUILDING OFFICIAL
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: City Manager or
Community Development Director

CLASS CODE:
FLSA STATUS: Exempt
BARG.GROUP: IFPTE #2

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

Within discretionary authority performs a variety of routine and complex administrative, supervisory and technical, work in administering and enforcing building and related codes.

JOB SUMMARY

This At-Will classification is FLSA exempt and works under the general supervision of the City Manager or Community Development Director. Exercise supervision over building inspectors, plan reviews, technicians, support staff, and other staff, as assigned. Provides direction, training and direct supervision to subordinate technical and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is a full-time At-Will division manager classification; and, is represented by IFPTE-Local 21 – Management Unit #2. The classification is FLSA exempt; and is referred to in the City’s Municipal Code. The position requires independence and discretion in working with developers, contractors, other city departments/divisions, federal and state agencies, and the public. This is a journey level position and is distinguished from the Building Inspectors as it provides supervision and direction to the Inspector classification. This position is the highest level of the technical building inspector series and is characterized by a high degree of independence and judgment. Methods of performing tasks are largely interpreting and applying municipal and state codes, rules and regulations and whose performance is measured mainly by the results accomplished.

ESSENTIAL FUNCTIONS

This reflects essential responsibilities of this classification; and is not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification. All responsibilities may not be performed by all incumbents.

- Manage and supervise the daily operations of the Building Services Division to achieve goals within available resources.
- Plan and organize workloads and staff assignments.
- Train, motivate and evaluate assigned staff, review progress and directs changes as needed.
- Provide leadership and direction in the development of short and long-range plans.
- Gather, interpret, and prepare data for studies, reports and recommendations.
- Coordinate divisional activities with other city divisions, departments, and agencies as needed.
- Provide technical building code advice to Department Director.
- Make presentations to Department Director, City Manager, City Council, and City appointed boards, commissions, civic groups and the general public.
- Communicate official programs, policies, and procedures to staff and the general public.
- Assure that assigned area of responsibility is performed within budget.
- Perform cost control activities.
- Estimate annual revenue projections and makes appropriate adjustments as needed.

- Annually review and make recommendations to the fees for service in the Building Services Division.
- Monitor revenues, expenditures and assure sound fiscal control in the Division.
- Prepare and administer the annual operating budget for the Building Services Division.
- Assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Determine work procedures, prepare work schedules, and expedite workflow studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issue written and oral instructions to subordinates.
- Assign duties and examine work for exactness, neatness, and conformance to codes, policies and procedures.
- Maintain harmony among workers and resolves grievances.
- Perform or assist subordinates in performing duties, adjust errors and complaints.
- Prepare a variety of studies, reports, and related information for decision-making purposes.
- Perform and administer necessary inspections to enforce a variety of codes, including Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, National Electrical Code, Uniform Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Building Code, and local codes such as nuisance, clearing, grading, and zoning, etc.
- Issue correction notices and citations.
- Explain, interpret, and provide guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
- Review current trends and developments in the field of construction, and prepare revisions to codes, ordinances and local regulations.
- Supervise the examination of building plans, of all types, to determine compliance with code requirements and related regulations.
- Research problems and complaints regarding commercial and residential buildings, building construction and code compliance.
- Respond to complex and sensitive building issues.
- Resolve complex and sensitive customer services issues, either personally, by telephone or in writing.
- Maintain records and documents of customer service issues and resolutions.
- Administer the permitting function, including application, fee assessment and collection, permit issuance, inspection and occupancy.
- Conduct and/or coordinate plan reviews, inspections, and enforcement actions.
- Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Building, electrical, plumbing, mechanical, general construction codes.
- Construction techniques.
- Principles of practices of plan examinations.
- Principles and application of national uniform building codes, zoning and land use applications.
- Laws and other regulations relating to building inspections.
- Basic principles and methods of managing, supervising, evaluating, and training staff.
- Applicable personal and on-line computer applications associated with the work.
- Laws and intergovernmental programs underlying general plans, environmental matters, zoning, code and building enforcement, and land divisions.
- Proper English grammar, vocabulary, spelling and punctuation.
- Computer applications and hardware related to performance of the essential functions of the job.

Skills in:

- Using tact, discretion, initiative and independent judgment within established guidelines.

- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Operating and/or handling the listed tools and equipment.

Ability to:

- Establish effective working relationships with contractors, developers, architects, engineers, owners, other city employees, Building Services Division staff, and the general public.
- Read and understand complicated plans and blueprints.
- Learn, retain, interpret and communicate technical information, terminology, policies, practices and procedures.
- Operate a City car/truck.
- Make visual and physical site assessments concerning potential land development issues.
- Maintain composure in difficult situations.
- Manage competing demands.
- Prioritize projects and time to meet service requirements.
- Independently analyze, propose and implement solutions to technical code violations and/or problems.
- Manage the day-to-day functions of the Building Services Division.
- Direct, train, supervise and evaluate the work of assigned staff.
- Prepare written and oral reports.
- Make effective oral presentations.
- Effectively communicate technical information to non-technical individuals or groups.
- Work varying and irregular hours associated with the work.
- Plan, prioritize, assign, and coordinate the work of technical, and support staff personnel.
- Delegate authority and responsibility; schedule and program work on a long-term basis.
- Communicate clearly and concisely, orally and in writing.
- Understand and follow oral and written directions.
- Prepare and analyze comprehensive and technical reports and data.
- Handle stressful and emergency situations.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum direction.
- Ability to read, communicate to others the policies, procedure, statutes, local rules, codes and regulations pertaining to assigned programs and functions.
- Ability to perform the essential functions of this classification.

MINIMUM QUALIFICATIONS REQUIRED

Education:

Bachelor's Degree in civil or structural engineering, architecture, public administration with major course work in construction management, civil engineering, or related fields; or

Experience:

Five (5) years experience, and major course work in civil or structural engineering, or architecture and certification in plan checking, building inspections, and general construction; and, three (3) of those years in municipal inspection with two (2) years supervisory experience.

Licenses and/or Certifications:

- Valid California Class C Driver's License and a good driving record, at the time of appointment.

- Possession of all International Conference of Building Officials (ICBO) or other nationally recognized certifications (Plans Examiner, Building Inspector, Mechanical, Plumbing, and Electrical).

DESIRED QUALIFICATIONS

Licensed as a Civil Engineer or Architect, in the State of California

MATERIAL AND EQUIPMENT USED

General office equipment, personal computer, including applications, i.e., Word, Excel, Publisher, Power Point, Assess), calculator, copy and fax machines, printer, passenger/truck vehicles, regular/mobile telephone, pager, typewriter, scanner, ladder or scaffolding, tape measure.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this classification the employee is required to frequently talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee will be required to stand, walk, and sit; required to quickly respond to emergency situations and to location of incident. May be required to stoop, bend, balance, crouch, crawl, and twist. Ability to occasionally lift and/or move up to 25 pounds, climb flights of stairs; specific vision abilities required by this job include close, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the essential functions of this classification the employee occasionally may be required to work in outside weather conditions. The employee may be exposed to wet and/or humid conditions, toxic or caustic chemicals. Occasionally may work near moving mechanical parts and in high, precarious places. The environment can occasionally be noisy and chaotic. The employee must be able to complete specific administrative tasks while maintaining availability to public for inquires and response to emergency situations.

NOTE: Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.