

City of South San Francisco  
Human Resources Department

**Assistant Building Official**  
Class Description

**Definition**

Under direction of the Building Official, the Assistant Building Official (ABO) assists in the leadership, planning, daily supervision, administration, staff development, and coordination of all operations of the Building Division. Performs highly complex building inspections; supervises and assists building inspectors in the inspection of buildings and structures in all stages of construction, alteration, and repair; reviews and checks building plans and specifications; enforces building, plumbing, electrical, mechanical, and zoning codes and laws; issues permits and collects fees; and does related work as required.

**Distinguishing Characteristics**

This single-position classification is primarily responsible for: (a) supervising the plan checking of industrial, commercial, and multi-family residential structures, including Title 24 Regulations; (b) managing the building inspection staff and performing the more difficult and complex building inspections; (c) assisting with the administration of the Division including budget, personnel, training, and scheduling/assignment of work and other supervisory duties.

**Important and Essential Duties**

1. Supervises Division staff and supports the coordination of the Building Inspection program, including establishing procedures, assigning work, conducting training, and evaluating staff.
2. Supervises the counter operations in the office; gives information to the public, contractors and architects; interprets code requirements for builders, subcontractors, designers, owners, and members of the general public.
3. Performs plan checks of industrial, commercial, public, and residential structures and buildings for compliance with all codes and ordinances related to building to ensure completeness and accuracy.
4. Issues permits and collects fees; provides information to the public regarding building, installation, and zoning requirements.
5. Makes field inspections of the more complex or difficult building construction, plumbing, mechanical, or electrical installation in all stages of completion in residential, business, or public buildings to ensure compliance with applicable building, electric, plumbing, mechanical, and safety codes, safety orders, ordinances, and regulations.
6. Conducts final inspections of completed work, approving acceptable structures and installations; issues Certificate of Occupancy.
7. Spot checks new construction projects for compliance with applicable codes and ordinances.
8. Investigates building violations of related codes and ordinances.
9. Resolves highly sensitive and politically sensitive disagreements and problems concerning inspections and compliance.

10. Checks contractors and industrial commercial businesses to ensure they are properly licensed; keep records and prepare reports of inspections.
11. Coordinates the Division's plan review functions with plan review consultants and other departments/divisions.
12. Assists other departments by reviewing and responding to applications, such as for grading, parcel maps, use permits, design review, etc.
13. Reviews and assesses codes and ordinances, and makes recommendations for change.
14. Writes reports and attends Planning Commission, City Council and other meetings, as necessary.
15. Operates a variety of machines and equipment, such as automobile, camera, measuring tapes and wheel, calculator, drafting and computer equipment.
16. Works with the Chief Building Official to establish division goals and priorities.
17. Manages the Division in the absence of the Chief Building Official.
18. Performs related duties and responsibilities as assigned.

### **Job Related and Essential Qualifications**

#### **Knowledge of:**

- Federal, state, county, and local codes, ordinances, and regulations relating to Construction Codes (building, electrical, mechanical, plumbing, and others).
- Principles, practices, and techniques of construction, inspection, design, and safety standards.
- Principles and practices of program administration, including budgeting, purchasing, and personnel management.
- Principles and practices of leadership, project management, motivation, team building and conflict resolution.
- Principles of management, supervision, training, and employee development.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Construction practices, methods, and materials.
- Current title 24 building codes (building, plumbing, electrical, mechanical), municipal zoning/land use regulations; and Federal and State regulations.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Internal functioning of City government and community needs. Principles and techniques of effective customer service.
- Computer systems and their associated applications.

#### **Ability to:**

- Acquire a thorough knowledge and apply that knowledge of applicable City policies and Department procedures and comply; prepare complex reports and analyses.
- Read and interpret building plans and specifications.
- Perform complex building, plumbing, mechanical, and electrical inspections.

- Interpret and apply provisions of building codes and regulations.
- Develop and implement accounting procedures and systems.
- Effectively supervise assigned personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Interpret and accurately apply rules and regulations regarding accounting, purchasing and auditing practices; communicate clearly and concisely, both verbally and in writing.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of journey-level experience in one of the major building trades and two years as a building inspector with a California county or city. Three years of increasingly responsible experience working with construction projects, building enforcement, land use, planning and zoning may be substituted for two years of journey-level experience. An additional two years of supervisory experience is desirable.

#### **Training:**

Equivalent to completion of the twelfth grade, supplemented by college courses in civil or structural engineering, construction or building technology, architecture or a closely related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment:

- Possession of, or the ability to obtain, an appropriate California Driver's license, which must be maintained as a condition of employment.
- Possession of a building inspector and plans examiner certificate from the International Code Council (ICC)
- Possession of, or the ability to obtain within one year of hire, a Building Official Certification issued by the International Code Council (ICC)

### **Special Requirements**

Essential duties require the following physical skills and work environment:

#### **Physical Skills:**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 pounds; maintain sustained posture in a seated position for prolonged periods of time.

#### **Work Environment:**

Work in a standard office environment or in field settings; exposure to cold, heat, noise, outdoors, vibration, confined spaces, chemicals, explosive materials, mechanical hazards, and

electrical hazards; ability to work protracted and irregular hours, and available for evening meetings.

Ability to:

Travel to different sites and locations.

**Additional Information:**

- Approved: October 1995
- Revised Date: July 1997; June 2008, September 2018
- Former Titles: Assistant Fire Marshal/Building Official
- Abolished:
- Bargaining Unit: Mid-Management
- DOT: Yes
- Status: Classified/exempt
- Job Code: M215