

City of South San Francisco
Human Resources Department

Building Official
Class Description

Definition

Under administrative direction, plans, organizes, directs and coordinates the activities of the Building Division within the Economic and Community Development Department including permit processing, building inspection, plans examination, and other building and life safety related issues; provides outstanding customer service; ensures compliance with all applicable codes, ordinances, and regulations; performs a wide variety of complex professional duties; and performs related duties as assigned.

Distinguishing Characteristics

This management classification reports to the Economic and Community Development Director and is responsible for managing, supervising, developing, maintaining, directing and coordinating the activities of the Building Division. This class is distinguished from the next lower-level classification in that it has primary responsibility for managing the division. Work is accomplished within a broad framework of policies and procedures and within regulations that govern services provided.

Typical and Important Duties

1. Develops and implements division goals, objectives, policies and procedures.
2. Directs, oversees and participates in the development of the Building Division work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
3. Plans, organizes, supervises, evaluates and administers building inspection activities.
4. Maintains the highest standards of customer service.
5. Recruits, selects, trains, and supervises staff, including conducting employee evaluations and recommending disciplinary actions.
6. Prepares and administers the Building Division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies and services; administers approved budgets.
7. Participates in and oversees the preparation of complex studies and reports relating to current and long-range building services issues and formulate specific proposals to address them.
8. Participates in the strategic planning efforts of the Economic and Community Development Department; represents the needs and interest of the Building Division and its integration with the Department.
9. Interprets building, housing, state-mandated, and other applicable codes adopted or enforced by the City related to the construction and life safety of buildings and its occupants; ensures buildings are constructed in accordance with approved plans and in

accordance applicable codes, regulations, and ordinances.

10. Leads or helps to facilitate inter-departmental projects and initiatives, such as planning for key Downtown infrastructure projects, Capital Improvement Program projects, opportunities to implement new technology and other ways to improve customer service and efficiency, master planning of large scale developments, and other initiatives.
11. Represents the Economic and Community Development Department to other City departments, government agencies, community members, and business representatives.
12. Performs plan checking, site inspections, and issues Certificate of Occupancy, as necessary.
13. Provides technical assistance and information to a variety of boards, commissions, and committees; prepares and presents a variety of reports to the City Council, Planning Commission, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.
14. Plays key role in the City's Emergency Operations Center; coordinates and supervises damage assessment teams and operations; inspects and collects field data; reports findings in time of disaster.
15. Represents the City at professional and technical meetings; provides comments and analysis concerning new and revised codes and standards; ensures that best practices are implemented.
16. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
17. Performs other related work as required.

Job-related 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 techniques of effective customer service.
- 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.
- Construction 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.
- Computer applications related to areas of assignment, including word-processing, spreadsheet, presentations, and database applications.
- Standard office practices and procedures, including automated records management.
- Techniques for dealing with the City staff, representatives of other agencies, organizations, and the public, and resolving problems tactfully and effectively.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Modern technology uses in a building division.

Ability to:

- Organize and implement Building Division activities.
- Analyze, interpret, and accurately check building plans and specifications for compliance with intended codes, ordinances, and regulations.
- Supervise, train, and evaluate staff.
- Understand and comply with federal, state, local, City, and departmental rules and regulations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare clear, concise, and comprehensive administrative and financial oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Develop and implement improvements to systems and operations.
- Supervise, train and evaluate staff.
- Acquire a thorough knowledge of department policies and a working knowledge of applicable City policies; formulate and administer sound operational policy.
- Exercise sound independent judgment within general policy guidelines.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work such as employees, officials, other public agencies, and the public.
- Organize own work, set priorities; meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Take a proactive approach to customer service issues; promote and demonstrate a high level of customer service.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.
- Demonstrate political awareness in the delivery of services as directed by governing commissions and City Council.

Skill in:

- Using a personal computer, associated software, and modern equipment used in a building division.

Experience and Training

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

Experience:

Five years of progressively more responsible experience in building inspection, building design, plan checking, or similar fields in a comparable municipality with at least two years in a supervisory capacity.

Training:

A bachelor's degree from an accredited college or university with major coursework in building construction and/or design, civil engineering, architecture, or a closely related field.

Licenses and Certificates

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

- Possession of, or ability to obtain, an appropriate valid California driver's license and a satisfactory driving record.
- Possession of an International Code Council's (ICC) Certification as a Building Official.
- Possession of other ICC certifications is highly desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; use standard office equipment, including a computer; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

Work Environment:

Work in standard office environment or field setting; exposure to cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, and work in attics and crawlspaces; walk on pitched and flat roofs.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

Additional Information:

- Approved: October 1995
- Revised Date: June 2016, September 2016, April 2017
- Former Titles: Fire Marshal/Chief Building Official, City Building Official; Deputy ECD Director/Building
- Abolished:
- Bargaining Unit: Mid-management
- DOT: No
- Status: Classified/exempt
- Job Code: M210