



## **ASSISTANT BUILDING OFFICIAL**

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under direction, this position performs complex plan review services and professional work related to the Building Services Division; provides technical supervision to the building permit and inspection staff; provides information and assistance to the public. The Assistant Building Official assumes responsibilities of the Building Official in his/her absence.

### **Classification Characteristics:**

This is a management level position that may exercise functional supervision over lower level staff and receives direction from higher level management staff.

### **Essential Functions:**

- Check plans and specifications for the construction, alteration, and repair of residential, commercial, and industrial buildings and structures to ensure that plans meet the requirements of related construction codes, regulations, and restrictions; prepare plan check comments indicating the deficiencies found.
- Provide technical guidance to the Building Services staff regarding plan check procedures, fee calculation, permit issuance, and building inspection; interpret building construction plans and perform complex building inspections if necessary; provide technical guidance to other City departments.
- Coordinate plan check activities with other City departments and outside agencies; recommend changes to the processes and procedures as necessary.
- Confer with architects, engineers, contractors, builders and the general public on proposed projects to resolve unusual problems; explain and interpret requirements and restrictions.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Maintain accurate files and records of the specifications, calculations, and other pertinent information related to submitted plans.
- Participate in the selection of building inspection and permit technician staff.
- Prepare a variety of written correspondence, reports, procedures, policies, and other materials.
- Effectively respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Investigate unsafe building conditions and enforce building related laws, regulations, codes, and ordinances.

**Qualifications:**

Knowledge of:

- Principles, practices, procedures, and terminology of structural engineering, architecture, and building construction.
- Principles and techniques of plans examining.
- Building construction materials and methods used at various stages of construction.
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings.
- Applicable laws, regulations, codes, ordinances, and policies governing construction, including the Uniform Building, Plumbing, Mechanical, Electrical, and Structural codes.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Accepted safety standards and methods of construction activities.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
- Principles of record keeping and reporting.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Review the work of lower level staff.
- Participate in the selection, supervision, training, and evaluation of staff.
- Inspect the work performed by staff to ensure compliance with policies and procedures.
- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans and specifications.
- Determine if construction conforms to City code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Make mathematical computations rapidly and accurately.
- Exercise good judgment.
- Enforce necessary regulations with firmness and tact.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Four years of increasingly responsible experience in building inspection and plan checking for residential, commercial, and industrial developments including one year of managerial experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in architecture, engineering, or a related field.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of International Code Council (ICC) plans examiner.
- Possession of International Code Council (ICC) building official.
- Ability to obtain International Code Council (ICC) combination dwelling or building inspector certificate.

**Working Conditions:**

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for plan checking and performing inspections. Occasional work in field inspections inspection site environment with exposure to dust, noise and inclement weather, walk, climb, stoop, kneel, bend, lean, turn, twist, reach, grasp, push, and pull on even and uneven surfaces. Lift and carry objects weighing up to 25 pounds. Inspect in confined areas.