

CITY OF LATHROP

ASSISTANT CHIEF BUILDING OFFICIAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, performs a variety of supervisory, administrative, and technical work in the areas of building inspection and permit processing activities; plans, organizes, supervises, reviews, and participates in the work of professional, technical, contract, and office support staff; assists with the development and implementation of programs and procedures within the Building Inspection Division; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Chief Building Official** is a supervisory level classification within the Community Development Department and is responsible for planning, organizing, and directing the work activities of building inspection and contract staff. This classification is distinguished from the next higher classification of Chief Building Official, in that the latter has overall management responsibility for the Building Inspection Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Chief Building Official. Exercises direct and indirect supervision over professional, technical, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, coordinates, reviews, and participates in the work of professional and technical employees to ensure that codes are properly enforced with uniformity, equity, and safety; oversees and participates in the day-to-day operations of building inspection; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; monitors plan check flow; performs plans review for complex projects; coordinates activities with other divisions, City departments, outside agencies, contract service providers, and organizations.
- Assists in the development, implementation, and maintenance of division goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; assists in ensuring that goals are achieved.
- Participates in the selection, orientation, training, and evaluation programs for assigned personnel; writes and reviews performance evaluations; provides and coordinates staff training; ensures ongoing review of codes and methods of inspection for subordinates; provides positive motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes and regulations.

- Works closely with architects, engineers, contractors, and developers to establish applicable construction requirements for construction projects; reviews complex building permit applications for approval.
- Assists in the development of the Division's annual budget; participates in the forecast of necessary funds for staffing, materials, services, and supplies.
- Provides technical and professional advice; may prepare and coordinate reports and presentations on current building issues for City Council, community groups, and regulatory agencies; participates in professional organizations; maintains statistics and reports on construction activity; prepares memos, documents, reports, and agenda items.
- Monitors and keeps informed of current trends in the field of building inspection and plan checking, including legislation, court rulings and professional practices, and techniques; evaluates their impact and recommends changes to policies and procedures accordingly.
- Performs special projects, including looking at long term goals and strategies and implementing new programs.
- Participates and trains employees in conducting field inspections of complex building construction, structural, mechanical, plumbing, and electrical installations; interprets and enforces City building codes; performs complex plan reviews.
- Responds to complex and difficult inquiries and requests for information by phone and at the public counter; provides information and resolves service issues and complaints; represents the Division with other City divisions and departments, other agencies, civic groups, and the public.
- Assists customers at the counter as necessary; serves as Chief Building Official in his or her absence.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, bending, stooping, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service. The need to lift, carry, pull, and push tools, supplies, and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock, or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Assistant Chief Building Official**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in building inspection, plan checking, code enforcement, and permit issuance and processing, including one year at a supervisory level and an Associates degree in engineering, architecture, public administration, or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of an I.C.C. Combination Building Inspection certificate issued by the International Conference of Building Officials and P.O.S.T. 832 Powers of Arrest is required. Possession of, or ability to obtain a Building Official certificate issued by the Council of American Building Officials within one year of hire.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and methods used in various building construction areas, including structural, plumbing, electrical, and mechanical; plan checking; permit processing and issuing; code enforcement practices and techniques; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, supervise, evaluate, and participate in the work of subordinate staff; participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; read and interpret complex plans and specifications; maintain I.C.C. certification through continuing education programs; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate tools and equipment used in building inspection, code enforcement, and the building trades.