

## CITY OF COVINA

### 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 general direction, performs a variety of supervisory, administrative and technical work in the areas of building inspection, permit processing, plan checking, and code enforcement and compliance activities; plans, organizes, supervises, reviews, and participates in the work of professional, technical, contract and office support staff; coordinates activities with other divisions, City departments, outside agencies and organizations; develops and implements programs and procedures within the Building and Code Enforcement Division; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Building Official** is a working division manager within the Community Development Department, and exercises full responsibility for planning, organizing and directing the work activities of building and code enforcement staff and contract resources, including plan checking. This classification is distinguished from the next higher classification of Director of Community Development/Deputy Director CRA, in that the latter has overall management responsibility for the Community Development Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Community Development/Deputy Director CRA. Exercises direct and indirect supervision over professional, technical and office support staff.

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

- Accepts management responsibility for activities, operations and services of the Building and Code Enforcement Divisions; directs, coordinates, reviews, and participates in the work of professional and technical employees to ensure that codes are properly enforced with uniformity, equity and safety; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; monitors plan check flow and defines parameters for the outside plan check consultant service; coordinates activities with other divisions, City departments, outside agencies, contract service providers and organizations.
- Supervises and participates 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; ensures that goals are achieved.
- Coordinates the selection, orientation, training, and evaluation programs for assigned personnel; 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; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.

- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services, and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; tracks funds received from permits and submits data to the Finance Department.
- Monitors and tracks the number of new houses built, room additions, pools, roofs, commercial projects, etc., for which permits are given; develops counter handout materials; approves and oversees the monthly activity report developed for the City Council.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current building issues for City Council, community groups and regulatory agencies; recommends codes and processes for building and code enforcement; participates in professional organizations; maintains statistics and reports on construction activity.
- Monitors and keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Participates and trains employees in conducting field inspections of complex building construction, plumbing and electrical installations; interprets and enforces City building codes; supervises programs related to weed abatement, structural abatement, nuisance abatement, and abandoned vehicles.
- Responds to the most 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 Department with other City departments, other agencies, civic groups, and the public.
- 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, kneeling, bending, stooping, squatting, 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 a **Building Official**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in building inspection, plan checking, and code compliance, including two years at a supervisory level and a bachelor's 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, and possession of I.C.B.O. Building Inspector certificate and P.O.S.T. 832 Powers of Arrest. Possession of a Building Official certificate issued by the Council of American Building Officials is desirable.

**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; principles and practices of program and budget development, administration and evaluation; 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, direct and evaluate the work of subordinate staff; supervise and 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.B.O. 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 and the building trades.