

CITY OF COVINA
DEPUTY 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, code enforcement and compliance activities; plans, organizes, supervises, reviews, and participates in the work of professional, technical, contract and office support staff; coordinates the public counter activities, including reviewing all plans submitted, and ensuring that plans are in compliance with all code requirements and ordinances; provides technical assistance and code information to developers, the public, and Code Enforcement Officers; receives, reviews and assigns all code enforcement complaints; serves in the capacity of Building Official in that person's absence; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy Building Official** is the single position class responsible for coordinating building and code enforcement efforts. This position is responsible for supervising the activities of the building counter, assigning all enforcement cases to Code Enforcement Officers, and for completing the more complex cases as assigned. This class is distinguished from the next higher classification of Building Official in that the latter is responsible for the administration of the entire Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Building Official. May exercise functional and technical supervision over assigned staff.

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

- Coordinates the public counter activities, including reviewing all plans submitted, and ensuring that plans are in compliance with all code requirements and ordinances; provides technical assistance and code information to developers, the public, General Building Inspectors and Code Enforcement Officers; receives, reviews and assigns all code enforcement complaints.
- Assists and meets with developers, architects, engineers, contractors and the general public to provide specific information on plan check submittal requirements and related fees and code enforcement, planning and building questions and issues; provides zoning information and assistance to the Planning Department as necessary.
- Researches building codes; advises applicants regarding requirements for meeting the Americans with Disabilities Act.

DEPUTY BUILDING OFFICIAL

Page 2

- Oversees the distribution of all plans submitted to other divisions; confers with the contracted plan check company; coordinates with the City Engineer for Public Works Department requirements and compliance with street improvements and the lighting and landscaping districts; coordinates the submitting of plans and permits for payment of school fees with school districts.
- Reviews, issues and signs building permits and plans; quotes fees and directs customers to the cashier to make payments.
- Performs the more difficult and complex code enforcement cases as assigned, including field inspections; establishes, evaluates and reviews code compliance procedures, practices and rules for conformance with departmental policies; provides training to inexperienced field staff; participates and provides recommendations on hiring; monitors and oversees Building and Code Enforcement inspections; collects monthly figures from Code Enforcement Officers pertaining to inspections; reviews all building and code enforcement cases.
- Participates in a variety of meetings; provides coverage and information to the public and other departments in the areas of planning, transportation, engineering, and environmental services.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Serves in the capacity of Building Official in that individual's absence.

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, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspections, reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry and push files, paper, tools, equipment, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. Incumbents may deal with irate members of the public. The nature of the work also requires the incumbent to 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 **Deputy Building Official**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of relevant experience that includes

heavy public contact and the performance of code enforcement and/or building inspection activities, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a P.C. 832 certification.

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 the enforcement of a variety of permits, regulations and codes, including building, zoning, housing and code enforcement codes; plan check processes; methods and techniques used in enforcement and investigation; coordinating procedures for building and code enforcement related functions; 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 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:

Coordinate, review and perform building and code enforcement inspection and analysis to determine violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; read and interpret maps, sketches, drawings, specifications and technical manuals; meet with architects, contractors, engineers, and the public in order to explain City policies and code requirement; perform minor plan checks and deal effectively with the contracted plan check company; assign and oversee the work of assigned staff; perform mathematical calculations quickly and accurately; implement, 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.