

COUNTY OF SOLANO

BUILDING OFFICIAL

DEFINITION

Plans, organizes and directs the work of the Building Division of the Department of Environmental Management; acts as the County's Building Official and Fire Prevention Officer, serves as a member of the County's management team.

CLASS CHARACTERISTICS

This single, division manager level class is responsible for managing and directing the work of the Building Division of the Environmental Management Department in the enforcement of federal, state and County building codes, vehicle abatement, fire safety building requirements, grading and erosion control measures and establishment of County property addresses. It is distinguished from the Director of Environmental Management in that the latter has overall management responsibility for the Department of Environmental Management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Environmental Management Director.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Manages staff and programs for building and grading permit intake, plan review, permit issuance and site inspection. Manages staff and programs for housing and zoning code compliance and vehicle abatement.

Provides technical assistance to Department Director, County Administrator and Board of Supervisors on matters relating to building and grading codes.

Assigns, monitors and evaluates work of the Building Division, including supervising the review of building plan checks for conformance with applicable regulations and the establishment and maintenance of inspection standards, code enforcement, vehicle abatement, fire safety building requirements and establishing County property addresses.

Acts as County Fire Prevention Officer with inspection responsibility for 9 fire districts; ensures that fire trucks can get into a building or structure; ensures that sprinkler requirements are met and that adequate water can get to the structure in case of fire.

Supervises, assigns and evaluates work of subordinates; ensures program deadlines are met; presents departmental policy matters to the Board of Supervisors and other public bodies; administers the building permit appeals process; administers building inspection records maintenance.

Participates in and manages the building inspection function; directs inspections for structural, plumbing, electrical and mechanical standards and water well inspections, and entire building site to ensure compliance with applicable regulations.

Reviews directives, interprets codes, rules and regulations; recommends changes in division policy and procedures; acts as internal consultant; prepares and monitors division budget; monitors expenditures and offers recommendations and solutions to the department head regarding budget issues.

Analyzes complex and specialized inspection problems; coordinates the building inspection program with the Planning Division, Environmental Health Division, County departments and other agencies as required; prepares reports and correspondence; attends meetings and conferences as required.

Oversees grading, erosion control, drainage and flood control for the County including grading inspections, flood control and water well inspections on new building sites.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Vehicle abatement and fire codes, building inspection principles, practices, laws and regulations necessary for effective inspection, regulation and enforcement.

Modern principles and practices of public administration, including personnel management and budget preparation and administration.

Fire safety codes; uniform codes affecting building inspection.

Construction methods, building materials, tools and fire and general safety standards.

Application of data processing to building inspection operations.

Functional responsibilities of a local planning and environmental health agency.

Working knowledge of seismic and energy considerations in design and construction of buildings and structures.

Grading, erosion control, drainage and flood control methods and standards.

Office computer applications.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, organize and direct the work of a division.

Read, apply and interpret governmental regulations.

Evaluate the work of staff; effectively delegate responsibility and authority to others.

Formulate, interpret and explain specific building codes, ordinances and administrative orders.

Analyze complex technical and administrative problems.

Conduct difficult inspections; enforce regulations.

Detect deviations from approved plans.

Prepare reports; analyze, interpret and check plans and specifications.

Input, access and analyze data using a computer.

Understand, interpret and explain laws, regulations and policies governing Environmental Management.

Develop and implement operational and administrative procedures relating to assigned division.

Identify needs or evaluate program effectiveness.

Develop goals and objectives.

Prepare budgets, funding proposals and narrative and statistical reports.

Comply with laws, regulations and professional practices governing Environmental Management.

Secure cooperation and teamwork among professional and/or support staff.

Maintain accurate records and document actions taken.

Research regulations, procedures and/or technical reference materials relating to building codes, enforcement, vehicle abatement and building fire safety.

Determine and evaluate levels of achievement and performance.

Interpret political and administrative direction and incorporate it into operational policy and procedure.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Four years of experience in public sector building inspection involving the regulation and enforcement of building, vehicle abatement and building fire codes which include two years of supervisory experience.

Education/Training:

Bachelor's degree from an accredited college or university is required, preferably with coursework in management, architecture, planning or engineering.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California Driver's License is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: August 1995

Revised Date: February 2003

BOS Date: June 30, 2003

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