



BUILDING INSPECTION SERVICES MANAGER

DEFINITION

Assists the Chief Building Official in planning, organizing, directing, coordinating, evaluating, and supervising the activities and staff of the Building Inspection Division; to coordinate, oversee and participate in plan checking operations; and to develop and provide comprehensive training programs for divisional staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Building Official. Exercises direct supervision over professional, technical, and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL FUNCTIONS

Supervise, schedule, coordinate and participate in plan check functions and counter operations of the Building Inspection Division. Establish, improve and coordinate the plan checking and building inspection procedures of the city; provide standardization of enforcement codes. Resolve disputes between Plans Examiners, or Inspection staff and developers, contractors, architects, engineers, and the general public. Provide responsible professional and technical assistance in the development, administration, and implementation of the Building Inspection programs. Assist other department staff with interpretation of city/department rules and regulations, and resolve questions and problems. Review and make recommendations on applicable codes, rules, and regulations. Interpret building codes and work with builders, property owners, and craftsmen in making changes necessary to conform to codes. Supervise the operation and maintenance of the computerized building permit processing system. Coordinate division activities with other city departments, divisions, and sections and with outside agencies. Prepare statistical and narrative reports on building inspection operations and activities. Assist in preparing and administering the division budget. Assist with the development and implementation of goals, objectives, policies, and priorities of the division. Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff. Develop and provide comprehensive training programs for divisional staff. Provide training to new staff in terms of city policies, procedures, rules, and regulations. Provide ongoing training to staff as directed; ensure uniform application of the appropriate codes, rules, and regulations. Work closely with

Chief Building Official in obtaining information and developing recommendations on management problems and programs. Oversee the establishment and maintenance of building division records and files. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Answer or respond to telephone, written or counter inquiries regarding building division policies, procedures, and operations as necessary; respond to public complaints. Appear before public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety related problems, proposals, projects, and policies. Serve as staff and provide recommendations to various city and citizen advisory boards and committees as assigned. Act as staff advisor and prepare reports to the Board of Building Appeals. Prepare reports and memos regarding division operations as requested. Compile materials and assist in the preparation of reports, manuals, and publications. Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary. Build and maintain positive working relationships with co-workers, other city employees, and the public using principles of good customer service. Serve as Chief Building Official as required. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, administration, personnel, and budget management. Principles and practices of the adopted Building, Plumbing, Mechanical, and Electrical Codes, and pertinent state and county codes and ordinances. Approved building construction methods, materials, and proper inspection methods. Principles of structural design, engineering mathematics, and soil engineering. Legal procedures involved in enforcing building regulations. Principles and practices of supervision, training, and performance evaluation. Principles and practices of leadership, motivation, team building, and conflict resolution. Modern office methods, practices, procedures, and computer equipment. Common word processing, spreadsheets, and database software. Principles and practices of work safety.

Ability to:

Analyze budget and technical reports. Interpret and evaluate staff reports. Know laws, regulations and codes. Observe performance and evaluate staff. Problem solve Division related issues; implement various rules, policies and procedures; explain and interpret policy. Organize, direct, and coordinate the activities of the building division. Utilize the building permits computer tracking system. Analyze, interpret, and check complex plans, specifications, and calculations. Interpret and apply related laws, rules, and regulations. Supervise, train, and evaluate assigned professional, technical, and clerical personnel. Communicate clearly, concisely and effectively, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education and Experience

Education:

Associate of Arts degree (or 60 college semester units) preferably in building design, inspection, construction or a related field. Bachelor's degree is desired.

Experience:

Five years of building inspection experience or closely related activities including three years supervisory responsibilities.

License or Certificate

Required upon hire, possession of a valid California Driver's License. Possession of, or ability to obtain, a certificate as a Combination Building Inspector from the International Conference of Building Officials (ICBO) or International Code Council. Plans Examiner Certification is desirable.

Council Action: April 1, 2008