



CITY OF CITRUS HEIGHTS

CHIEF BUILDING OFFICIAL

DEFINITION

To plan, organize, direct and coordinate the activities of the Building Division within the Community Development Department to ensure the enforcement of City building regulations; to coordinate building activities with other departments, division and outside agencies; to act as the Director as necessary; and to provide highly complex assistance to the Director.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department. Incumbents have the legal responsibility and powers in the enforcement of codes, ordinances and state laws. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to building services, and for organizing and overseeing day-to-day building permitting and inspection activities. Incumbents are responsible for providing professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from an assigned supervisor.
- Exercises direct supervision over assigned supervisory, professional, technical and office support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, organize and supervises, and reviews the work of staff in the Building Division; trains staff; evaluates employee performance, counsels and works with employees to correct deficiencies, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Develop and implement the Building Division's goals, objectives, policies and procedures; assist in developing and implementing Community Development departmental goals, objectives, policies and procedures; provide highly complex management assistance to the Director.
- Prepare the Building division's budget; assist in departmental budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.
- Effectively resolve disputes and interpretations of codes, policies and local regulations between staff and developers, contractors, architects, engineers and the general public.
- Recommend improvements and modifications; prepare various reports on operations and activities; research new and revised construction methods and materials.
- Develop policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations; interpret and apply federal and state laws, rules and regulations related to building and code compliance matters; establish schedules and methods for building and construction inspections and plan checks.
- Confer with and give information to architects, engineers, contractors and owners regarding inspections, building and housing codes and methods of construction.
- Review and oversee complex plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes; review the work of building inspection staff; assist in difficult inspection problems and code interpretations.
- Coordinate building inspection activities with other City departments, divisions, and outside agencies.
- Provide leadership and direction for community standards related to building inspection efforts; educate the public regarding City standards in order to create an enhanced community; communicate regularly with neighborhoods, homeowner's associations, businesses, City Council, and the community-at-large to keep them apprised of the work and goals of the Building Division and to communicate on sensitive issues; report to the City Council on issues and status of various projects or initiatives as requested; speak before community groups to ensure good rapport and understanding of the City's building inspection services.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Utilize specialized database or permit management tracking programs to manage permit activity; lead the building division in use of technology to enhance business operations.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Act on behalf of the Director when needed.
- Perform duties as needed to provide after-hours emergency assistance related in storm activities or other issues; coordinate staff response in emergency situations as needed.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of building regulation and inspection.
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Types of building construction, materials, methods, and all stages of construction.
- Modern and complex principles and techniques of building construction and inspection work.
- Modern and complex principles of structural design and engineering mathematics.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical Codes.
- Research developments, current literature, information sources, and research techniques in the field of building inspections; pertinent federal, state, and local laws, codes and regulations.
- Principles and methods of effective project management.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Common computer application programs such as word-processors, spreadsheets, database programs, and presentation software.

Ability to:

- Organize and direct operations of the Building Division.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; problem solve building related issues; remember various rules, policies and procedures; interpret, explain, and apply City and department policies, procedures, rules and regulations.
- On an intermittent basis, walk, stand, kneel, climb and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; climb ladders or scaffolding, ranging up to 50-60 feet, in order to access and walk on roof tops, walk on 6/12 pitched roof tops; access and enter cramped quarters such as crawl spaces located under buildings or spaces such as attic areas; walk over rough uneven or rocky surfaces, and to jump over trenches and other obstacles; sit at desk for long periods of time and stand at the counter to answer questions of the public; use telephone and write or use a keyboard to communicate through written means; lift, carry, or pull weight of 30 pounds or less.

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Determine if construction systems conform to City code requirements; read and interpret complex building plans, specifications and building codes.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform the most complex work of the department.
- Supervise, train and evaluate personnel.
- Make formal presentations before groups representing the City; attend public meetings in the evening to perform the requirements of the job.
- Manage and coordinate outside contracts for Building Division services.
- Exercise independent judgment and initiative; manage projects and multiple priorities effectively.
- Assist in development and monitoring of an assigned program budget; project track and reconcile expenses.
- Collect, analyze, and summarize data using computer application programs.
- Communicate clearly and concisely, both orally and in writing.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Preserve confidentiality of sensitive information routinely encountered in the course of work.
- Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in building inspection, building construction, plans examination, land development, or other related work, including two years of supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade. Additional college coursework in public administration, planning, plan checking, and/or building inspections techniques, principles, and practices are desirable.

Bachelor's degree with major course work in public administration, business administration or a related field is highly desirable.

License or Certificate:

Possession of a Building, Plumbing, Mechanical or Electrical Inspector Certificate by the International Code Council (ICC) or other approved certifying organization. Multiple certificates are highly desirable.

Possession of, or ability to obtain within twelve months after employment, a certification as a Building Official by the International Code Council (ICC) or other approved certifying organization.

Possession of a valid ICC Plans Examiner Certificate desirable.

Possession of a valid California driver's license and proof of automobile liability insurance.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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