

DIRECTOR OF BUILDING SERVICES

DEFINITION

Under administrative direction, to plan, organize, direct and coordinate the functions of the County Building Department, Code Enforcement Services, and ADA Project Services; has responsibility for enforcement and interpretation of building code laws and regulations; performs routine, complex, and sensitive inspections and plan reviews; answers questions concerning structural requirements and code enforcement; is designated as the County Building Official; represents the County Building department with other agencies; provides administrative support for the Board of Supervisors and the County Administrative Officer; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a department director position with responsibility for policy development, program and project planning, fiscal management, administration, personnel management, and the operation of departmental programs and support services.

REPORTS TO

Board of Supervisors through the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

ADA Project Manager, Assistant Building Official, Senior Plan Checker/Inspector, Senior Plan Checker, Senior Building Inspector, Plans Checker, Building Inspector, Chief Code Enforcement Officer, Code Enforcement Officer, Department Fiscal Officer, Senior Permit Technician, Permit Technician, Administrative Assistant.

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EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates and administers the County's building plan check process, building inspection, permit issuance and code enforcement.
- Prepares each department's annual budget and controls expenditures.
- Evaluates the performance of assigned staff; resolves complaints concerning departmental activities.
- Interviews and hires new staff members.
- Has responsibility for enforcement and interpretation of building codes, laws and regulations.
- Interprets and implements new building codes, laws and regulations
- Develops and recommends department goals, objectives and policies.
- Reviews and provides consultation on complex plan checks and inspection problems to department staff.
- Provides consultation to architects and engineers concerning construction projects, and general information to the public, contractors, and others concerning building construction requirements.
- Serves as an expert witness in non-compliance hearings.
- Coordinates the activities of the department with other County departments.
- Represents the department with various organizations, associations, and agencies.
- Oversees all elements of the code enforcement division.
- Oversees the ADA Project Manager's activities.
- Performs routine, complex, and sensitive inspections

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; walk on sloped ground and uneven surfaces; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work may be performed in varying temperatures; occasional exposure to dust, chemicals, and gasses; occasional exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal, state, and county laws, codes, and ordinances relating to building construction.
- Modern methods of building construction.
- Types of building materials and variations in their quality.
- Develop, revise and administer building ordinances and regulations.
- Plan review and building inspection operations.
- Accepted health and safety standards in building construction.
- California Building Codes: Building, Plumbing, Electrical, Mechanical, Energy, Historic and Existing Buildings.
- Americans with Disabilities Act.
- Principles and techniques of building construction and engineering mathematics.
- Principles of management, supervision and training
- Principles of public administration and governmental budgeting and fiscal controls.

Ability to:

- Plan, organize, manage, and direct the functions of the County Building inspection and enforcement.
- Representing the department before a variety of groups and organizations, including the Board of Supervisors.
- Prepare departmental budget requests and controlling expenditures.
- Interpreting and enforcing provisions of applicable codes, ordinances, and regulations.
- Interpret and apply complex accessibility laws.
- Provide consultations on code enforcement, code revision, explaining building codes, ordinances, and permit requirements to contractors and others.
- Read and interpreting plans, diagrams and specifications.
- Apply technical knowledge of building trades.
- Direct the review and checking of plans for proper design and conformance with codes and ordinances.
- Direct and supervise the building inspections performed by department building inspectors. Perform routine, complex, and sensitive inspections.
- Provide consultation to architects and engineers on design.
- Establish and maintain cooperative working relationships with those contacted in the course of work, dealing effectively with other departments and the public.
- Prepare clear and concise written and oral reports.
- Enforce regulations with firmness and tact.
- Obtain and maintain Certificate of Building Official.

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TRAINING AND EXPERIENCE

Qualifications needed for this position:

Five years of experience in any combination of local building inspection, or building plan checking including at least two years supervising, one of which is at the management level.

A four-year college or university degree with major coursework in engineering, architecture, public or business administration or a closely related field is desirable.

Special Requirements:

Possession of a valid/active certificate that would qualify the individual to serve as the County Building Official at time of application or must be able to obtain valid/active certification within two (2) years from date of appointment. The Board of Supervisors shall identify which certifying organizations and certificates are appropriate to satisfy this requirement. These organizations may include, but are not limited to the International Code Council (ICC) or California Building Officials (CALBO).

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.