

ASSISTANT BUILDING OFFICIAL

DEFINITION

Under general direction, manages the building permit application submittal, building plans review and permit processing, and building inspection functions of the County; trains, supervises and evaluates the work of assigned staff; performs complex and sensitive inspections and plan reviews as assigned; approves building permits; to provide administrative support for the Director of Planning and Building; acts for the Director of Planning and Building in his/her absence or at his/her direction; to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class for a mid level management position which assists the Director of Planning and Building in providing direction and supervision within the County's Planning and Building Department. An incumbent may be assigned to represent the Director of Planning and Building on standing committees.

Reports to:

Director of Planning and Building

Classifications Directly Supervised:

Senior PlanCheck Inspector, PlanCheck Inspector, Building Plans Examiner I/II, Sen. Building Inspector, Building Inspector I/II, Lead Permit Technician, Permit Technician, Administrative Assistant, and Department staff as assigned.

EXAMPLES OF DUTIES

- Manages and administers the submittal, building plans review and permit processing, and Building inspection functions.
- Assists the Director of Planning and Building in enforcement of planning and building codes, laws and regulations.
- Assists in recommending, developing and implementing department goals, objectives and policies.
- Assists in hiring Department staff.
- Assists in supervising, evaluating and insuring proper training of Department staff in accordance with County Personnel Rules.
- Provides input to the Director of Planning and Building in the development and revision of County planning and building ordinances.
- Assists in the development and revision of fee schedules.
- Represents the Director of Planning and Building to special County committees and task forces as required.
- Has responsibility for the proper development and maintenance of building records.
- May perform the most complex and sensitive building inspections, plan checks and enforcement functions.
- Approves the issue of building permits.
- Gives advice to contractors and individuals on construction procedures and practices.
- Performs special projects as assigned.
- Represents the County Planning and Building function with the public, community organizations and other government agencies.
- Develops and provides public information on all Planning and Building Department policies and procedures.
- Advises the Director of Planning and Building regarding all matters concerning the Department.
- Fulfills assigned responsibilities when the Director of Planning and Building is unavailable.
- Performs special assignments as directed.
- In the absence of the Director of Planning and Building and the Assistant Planning Director, assumes responsibility for departmental operations.

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.

ASSISTANT BUILDING OFFICIAL - 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment and materials used in the general construction trades
- Design and principles of energy management
- Development, revision and administration of building ordinances and regulations
- Accepted safety standards and methods of building construction
- Qualities of various construction materials
- Planning, building and related codes and ordinances enforceable by the County
- California Building, Plumbing, Mechanical and Electrical Codes
- State Housing Act of California
- Federal Americans with Disabilities Act law and regulations
- General knowledge of County Zoning and Land Use Ordinances
- Inspection methods and techniques
- Plan checking and review
- Principles of mathematics related to the building trades
- Principles of work safety and work safety laws
- Principles of governmental administration, organization, supervision, training and employee evaluation
- Principles of effective oral and written communication for the building trades and related technical fields
- Principles of force, static load conditions and strength of materials
- Basic engineering and architectural principles

Ability to:

- Plan, organize, manage and direct County building permit application submittal, building plans review and permit processing and inspection functions
- Provide supervision, training and evaluation for assigned staff
- Perform complex plan checking and review assignments
- Perform the most difficult and sensitive building inspections and code enforcement assignments
- Apply a variety of inspection methods and techniques
- Detect deviations from laws, regulations and standard construction practices
- Read, interpret and explain building plans, specifications and building codes
- Make arithmetical calculations quickly and accurately
- Apply technical knowledge of building trades works
- Communicate effectively both orally and in writing
- Provide advice on standard construction methods and requirements
- Enforce regulations with firmness and tact
- Prepare clear and concise written reports

ASSISTANT BUILDING OFFICIAL - 5

Ability to Continued:

- Effectively represent County plan review, building inspection and enforcement functions with the public, community organizations and other government agencies
- Establish and maintain cooperative working relationships
- Obtain or maintain valid/active certifications as a Building Official

TRAINING AND EXPERIENCE: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Four (4) years of experience in building inspection or building plan checking or building code enforcement and possession of either a valid Combination Building Inspector or Building Plans Examiner Certificate issued by the International Code Council (ICC);

OR

2. Possession of a valid Building Official Certificate issued by the International Code Council (ICC).

Special requirements:

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

In addition, valid/active certification as a Building Official from ICC must be obtained within two (2) years of appointment and must be maintained throughout employment.