

CITY OF ARCADIA
BUILDING OFFICIAL

DEFINITION

Under general direction, to supervise, plan, and coordinate the activities and operations of Building Services and Code Enforcement Services within the Development Services Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Development Services Director

SUPERVISION EXERCISED

Exercises direct supervision over technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for Building Services including building inspection, plan review, and permit issuance affecting commercial, industrial, and residential new building construction, alterations, and repair.

Coordinate the organization, staffing, and operational activities for Code Enforcement Services, including inspections, complaint tracking, and issuance of notices of violations and citations.

Participate in the development and implementation of goals, objectives, policies, and priorities for building inspections, plan review, and permit issuance; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for staff involved in inspections, plan review, and permit issuance activities; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Building Services budget; forecast

additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Oversee, monitor and participate in the plan review and permit issuance process; review plans and specifications for conformance with State, Federal, and local building and safety codes; issue building, mechanical, electrical, plumbing, and miscellaneous permits; oversee the maintenance of building plan files and permit records.

Oversee, monitor and participate in the field inspection process; supervise and participate in the inspection of buildings and similar structures to ensure that construction, alterations, maintenance, structural, plumbing, electrical, and mechanical work is conducted in compliance with provisions of codes and ordinances and in accordance with approved plans and specifications; advise, investigate and resolve the most technical and political complaints and inquiries.

Administer, interpret and enforce the provisions of the building code and other municipal regulations as they apply to building matters including new construction and remodeling existing buildings; review new products or methods of construction for approval or denial of use; prepare and recommend modifications to building code provisions.

Cooperate with and assist the Planning Division and Economic Development Division and other City departments.

Research code requirements, new material, and methods of construction and related matters; draft code revisions.

Maintain records and prepare reports on building inspections and activity.

Serve as secretary to the Building Appeals Board.

Receive, review, issue, and inspect applications and sites pertaining to encroachments on City property.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Confer with architects, contractors, builders, and the general public in the field and office; explain and interpret requirements and restrictions.

Provide staff assistance to the Development Services Director, City Manager, City Council, and various boards or commissions; prepare and present staff reports and other necessary correspondence.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of building inspection, plan review, and code enforcement.

Cooperate with and assist the Public Works Services Department regarding the remodeling and improvements to City facilities.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive building inspection, permit issuance, plans examining, and code enforcement program.

Organizational and management practices as applied to the analysis and evaluation of Building and Code Enforcement Services Division programs, policies and operational needs.

Modern and complex principles and practices of building inspection, permit issuance, plans examining, and code enforcement program development and administration.

Civil engineering principles, practices, and methods as related to structural engineering.

Pertinent Federal, State, and local laws, codes and regulations including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code.

Principles of structural design, engineering mathematics, and soil engineering.

Methods, materials, techniques and equipment used in the construction of facilities.

Research methods and sources of information related to civil engineering and building code enforcement.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety practices necessary in the area of work.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for Building Services and Code Enforcement Services in the Development Services Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient building inspection, plans examination, permit issuance, and code enforcement programs and services.

Manage, direct and coordinate the work of technical and clerical personnel.

Select, supervise, train and evaluate staff.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Analyze, interpret, and check complex plans, specifications, and calculations.

Prepare ordinances and code amendments.

Interpret building inspection and code enforcement policies and procedures to contractors, homeowners and the general public.

Advise on standard construction methods and requirements for residential, commercial, and industrial buildings.

Identify, coordinate, and resolve a wide variety of interests in the development and enforcement of building codes, property maintenance codes, and department policy.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Enforce necessary regulations with firmness and tact.

Supervise the preparation and maintenance of records and prepare comprehensive technical reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

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

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Five years of increasingly responsible experience in the inspection and plan review of public, commercial, industrial and residential buildings including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, architecture, or a related field is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of International Code Council (ICC) certification as a Building Official.

Possession of ICC certification as a Plans Examiner is highly desirable.

Certified Access Specialist (CASP) desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, stoop, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: October 2006

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