



Chief Building Official

Class Specification

Revised 9/23

Class ID: 720

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under administrative direction, supervises the activities of the Building Inspection Division; performs complex administrative and technical work in administering and enforcing state construction codes and City ordinances; acts as the City's Building Official and Americans with Disabilities Act Compliance Officer; administers the Fire Prevention agreement with the Alameda County Fire Department; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director. Exercises direct supervision over technical, paraprofessional, and administrative Building Inspection staff.

DISTINGUISHING CHARACTERISTICS

This is a single position, division manager classification responsible for planning, organizing, reviewing operations and activities of the Building Inspection Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, requiring considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Develop and implement divisional goals, objectives, policies, and procedures; provide leadership and direction in the development of short- and long-range divisional plans.

Direct, oversee and participate in the development of the Building Inspection Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Enforce a variety of codes, including California's Building, Residential, Mechanical, Plumbing, Electrical, Existing, Historical, Energy, Administrative, and Green Building Standards (CALGreen) Codes, and local codes such as grading, zoning, security, and nuisance abatement.

Explain, interpret, and provide guidance regarding all applicable codes to architects, engineers, contractors, developers, homeowners, and other interested parties.

Review current trends and developments in the field of construction; prepare revisions to codes, ordinances, and local regulations.

Supervise the examination of building plans of all types to determine compliance with code regulations and related regulations.

Perform plan reviews of building plans of all types to determine compliance with code regulations and related regulations, coordinate plan reviews, inspections, and enforcement actions.

Resolve complex problems and complaints regarding commercial, industrial, and residential buildings,

building construction and code compliance.

Prepare a variety of studies, reports, and related information for decision-making purposes; gather, interpret, and prepare data for studies, reports, and recommendations; and coordinate department activities with other departments and agencies as needed.

Exercise direct supervision over assigned supervisory, technical, and administrative personnel; recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Division.

Prepare the Building Inspection Division budget; assist in budget implementation; generate budget forecasting of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Perform Flood Plain Administrator responsibilities in accordance with the Newark Municipal Code and coordinate flood plain management activities with the Engineering Division.

Coordinate the assignment of addresses on a Citywide basis, including notification to all applicable agencies.

Provide disaster response preparedness training and inspection services.

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.

QUALIFICATIONS

Knowledge of:

- All major types of building construction, materials, and equipment and of the stages of construction in order to detect and correct defects in construction work and violations of codes and standards.
- California's Building, Residential, Administrative, Electrical, Plumbing, Mechanical, Existing, Historical, Energy, and Green Building Standards (CALGreen) Codes; municipal building, zoning and related codes and ordinances.
- Federal accessibility standards such as the Americans with Disabilities Act and the Uniform Federal Accessibility Standards.
- Principles and practices of architecture.
- Basic principles and practices of structural engineering.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations, and laws.
- Current office procedures and computer equipment, including computer-aided review of construction documents.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, and personnel management.

Skill or Ability to:

- Organize and direct the Building Inspection Division operations.
- Understand and interpret complex building construction plans, diagrams, blueprints, and

specifications.

- Interpret, apply, and enforce federal, state, and municipal codes, ordinances, laws, and regulations related to zoning, building construction, plumbing, electrical, mechanical, fire, energy, and accessibility codes.
- Perform building inspections in the field as needed.
- Develop and maintain detailed automated and manual record keeping systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Exercise sound and independent judgment in complex situations.
- Use and operate computer, permit tracking systems and related applications.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Prepare and administer a budget.
- Supervise, train, and evaluate personnel.
- Perform complex calculations; maintain accurate records and prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a Bachelor's degree from an accredited four-year college or university with major coursework in engineering, architecture, construction management, or a closely related field, and five (5) years of increasingly responsible experience in construction, building inspection, building design, plan checking, civil engineering, structural engineering, or similar field, at least two (2) years in a supervisory role.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Certified Building Official, Commercial Building Inspector, Commercial Electrical Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector, and Building Plans Examiner certifications from an approved agency within the probationary period and throughout employment.
- Possession of CASp Certification within the probationary period and throughout employment.
- Possession of a California license as an architect, civil engineer or structural engineer is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment and computers to inspect various buildings and structures including commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; color vision color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and

over the phone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must be available to attend day and evening meetings, at various sites within and outside the City. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds with appropriate equipment or staff assistance.

ENVIRONMENTAL CONDITIONS

Employees predominantly work in an office environment with moderate noise levels with controlled temperature conditions. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.