

**City of Grass Valley
JOB DESCRIPTION**



BUILDING OFFICIAL

Department: Community Development Department

FLSA Status: Exempt

Reports To: Community Development Director

Unit: Unit #1

Adopted: June 29, 1993

Revised: June 21, 2011

Revised: February 16, 2018

SUMMARY OF JOB PURPOSE

Under general direction to plan, coordinate, and direct the activities of the Building Division of the Community Development Department; to supervise the enforcement of the City of Grass Valley building codes, ordinances, and regulations; to perform duties of Building Official and Building Inspector/Plan Checker as necessary; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Building Official receives general direction from the Community Development Director and exercises direct supervision over assigned management, supervisory, technical, and clerical personnel.

ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for the inspection of buildings and structures in all stages of construction, alteration and repair; enforces state laws, regulations, and local codes and ordinances in a uniform and systematic manner;
2. Establishes and schedules methods for providing building inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly;
3. Develops and/or administers the Building Division budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitors and recommends approval of expenditures;
4. Participates in the development and execution of departmental and City goals and objectives;
5. Makes recommendations for changes and improvements to existing standards, policies, and procedures;
6. Implements approved policies and procedures; monitors work activities to ensure compliance with said policies and procedures;
7. Participates in the selection of assigned staff;
8. Provides and coordinates staff training;
9. Coaches and/or counsel employees to correct deficiencies; implements discipline procedures as appropriate;
10. Inspects residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code compliance for structural, electrical, plumbing, mechanical, ~~handicapped~~-accessibility, and energy installations; issues stop work orders in situations of deliberate or negligent noncompliance; maintains records of inspections made and actions taken;
11. Responds to inquiries in person and/or over the phone from builders, contractors, developers, property owners, and tenants regarding specific code requirements;

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12. Supervises and participates in the examination of plans and specifications for completeness and compliance with applicable codes and regulations and/or proper conditions; ensures a comprehensive and efficient plans examination process is conducted;
 13. Reviews model codes and recommends appropriate changes or modifications for local adoption; prepares code interpretations and assists in formulating Departments policy for the application of code requirements;
 14. Represents the Building Division to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary;
 15. Researches and prepares technical and administrative reports and studies; prepare written correspondence as necessary;
 16. Builds and maintains positive working relationship with co-workers, other City employees and the public using principals of good customer service;
 17. Attends and participates in professional group meetings; makes presentations to City Council, Planning Commission, etc. as required;
 18. Serves as staff and provides recommendations to the Board of Appeals;
 19. Performs related duties as assigned.

Knowledge of:

1. Principles and practices of organization, administration, personnel and budget management;
2. Pertinent federal, state and local laws, codes, and regulations including the Uniform Building, Plumbing, Mechanical, Electrical and Fire Codes and their administration;
- 2-3. Administration and enforcement of accessibility laws and codes;
- 3-4. Principles, practices, and techniques of plan checking and building inspection;
- 4-5. Principles of structural design, engineering, mathematics and architectural plan review;
- 5-6. Modern office procedures, methods and computer equipment.

Ability to:

1. Coordinate and direct a comprehensive building code administration and enforcement program including plans examination and building inspection services and activities;
2. Analyze budget and technical reports, interpret and evaluate staff reports; interpret laws, regulations and codes; observe performance and evaluate staff; observe and problem solve building inspection activities; remember rules, explain and interpret policies;
3. Develop and implement Division, Departmental and City policies and procedures;
4. Communicate clearly and concisely, orally and in writing;
5. Plan, organize, direct, establish and maintain cooperative relations with City staff as well as public and private organizations;
6. Supervise, train and evaluate subordinate professional, technical and clerical personnel.

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QUALIFICATIONS

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

1. Equivalent to an Associate's Degree from an accredited college or university with major course work in construction technology, civil engineering, architecture or related field. A Bachelor's Degree is preferred. Possession of "Council of Building Officials" (CABO) certification as a Building Official, or possession of a California general contracting license may be accepted as evidence of required training.
2. Five years of increasingly responsible experience in building or structural design, construction, plan check, or inspection, including two years of administrative, management and/or supervisory responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Possession of Certification as a Building Official from the International Conference of Building Officials/International Code - (Council (ICBO/ICC) preferred, but must obtain certification within six (6) months from the date of employment.
2. Possession of Certification as a Plans Examiner from ICBO/ICC highly desirable.
3. Possession of a valid California Driver's License and a satisfactory driving record is a condition of initial and continued employment.
- ~~3-4.~~ Possession of Certified Access Specialist (CASp) is desirable.

LANGUAGE, MATH AND REASONING

Ability to read, write and communicate in English at a level required for successful job performance.

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or in diagram form; analyzes and resolves problems involving circumstances and/or events using standardized methods or procedures.

PHYSICAL DEMANDS

Must be free from any physical, emotional or mental condition that might adversely affect the ability to perform essential job duties.

Must have a clear field of vision and be capable of distinguishing colors.

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While on the construction/project site, must be capable of: moving about safely while maintaining body equilibrium to prevent falling on narrow or slippery surfaces; climbing ladders; walking on uneven surfaces; working in difficult weather conditions (hot and cold); working in confined areas; and working around various construction equipment.

WORKING ENVIRONMENT

May require working in adverse environmental conditions such as inclement weather, extreme temperature, dust, noise, dim lighting, confined spaces and other conditions that may arise while performing essential functions.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.