

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

**BUILDING OFFICIAL
April 2019**

DEFINITION

Under general supervision, plans, coordinates, and manages the City's building inspection activities, and plan check services activities, and related functions; advises builders and homeowners on construction design and standards; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Building Official is a division head position that is responsible for the day-to-day functions of the Building division of the Community Development Department.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Community Development Director. Supervises and manages professional, paraprofessional, technical, and clerical staff in the Community Development Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Manages and directs the daily activities of the building division activities and staff; resolves issues regarding field activities; directs and conducts thorough inspections, ensuring that all structures comply with applicable State and local laws, codes, and ordinances; ensures prompt review of plans for proposed building construction or alterations and the timely inspection of structures; educates the public on code requirements and updates;
- Reviews and recommends revisions to applicable City codes to comply with Federal, State, and local requirements; participates in a variety of work supporting legislation related to the department;
- Develops policies and procedures designed to improve permit procedures, plan checking, and related programs;
- Provides technical assistance and advice to architects, engineers, contractors, and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures, and building and related codes;
- Maintains a competent and motivated workforce by training, developing, disciplining, and evaluating the performance of subordinates; objectively and constructively evaluates the performance of staff, regularly keeping staff informed on how well they are performing and/or in what specific areas they should seek improvement;
- Ensures financial soundness of the division by developing, justifying, and effectively managing the division budget;
- Generates monthly reports for the City Manager regarding building activity and workload, and other reports as necessary; maintains work records related to the development of such reports;
- Responds to and resolves complaints from the public in a tactful and courteous manner; investigates problems to determine responsibility and methods for resolution as appropriate;
- Interprets and makes decisions on technical problems related to building, plumbing, electrical, and mechanical codes and related Federal, State, and local laws and ordinances;
- Ensures that checks and analysis of new construction and building alteration plans for residential,

commercial, and industrial buildings are done in a timely manner to ensure compliance with codes and policies; ensures plan checks accurately identify corrections and corrections notices are prepared and forwarded to applicant; maintains plan check log for updated information and current status of the plan check; approves plans and issues permits when appropriate;

- Maintains and develops the electronic permitting and inspection system;
- Maintains and develops the City street file system;
- Represents the City at a variety of meetings and trainings; provides information to the public, construction industry professionals, and other building inspection staff in both written and verbal form; remains current on industry trends, current and pending legislation, and related topics; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Building, plumbing, electrical, and mechanical codes and ordinances enforced by the City; principals, practices, and techniques of combination inspection, building materials, and accepted safety standards; State laws regulating building construction and zoning; precautionary safety and fire prevention methods in occupancy of buildings; construction industry and methods; building construction and materials, particularly structural construction materials and specialized terminology used in connection therewith; general knowledge of accepted methods of training; modern supervisory principles and practices.

Ability to: Effectively direct the work of others; provide technical supervision and training to division staff; supervise plan checking; review, interpret, understand, analyze, apply, and/or perform quality control for blueprints, building plans diagrams, other construction drawings, manufacturer's specifications, and a variety of reports; read, interpret, and apply technical knowledge related to Federal, State, and local laws related to building codes; enforce laws, codes, and regulations with tact; operate a variety of tools related to construction and building inspection; use a personal computer and both standard office and specialized software; maintain records and prepare clear and concise reports and correspondence; analyze facts and exercise good independent judgement; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster cooperative relationships within the division and with other departments, other agencies, and the public; deal tactfully and effectively with contractors and the public.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: High school diploma or equivalent (GED). Technical training and/or a degree in building inspection technology, civil engineering, or a related field is desirable.

Experience: Five (5) years of progressively responsible experience as a Building Inspector or Plans Examiner with a Municipal Building Department performing combination inspections, including two (2) years at a lead or supervisory level.

Licenses: Must possess and maintain a valid Class C California Driver's License issued by the State Department of Motor Vehicles and a satisfactory driving record. International Code Council (ICC) or International Conference of Building Officials (ICABO) Certified Building Official certification. Additional certifications, such as Plans Examiner, Combination Inspector, or related, are desirable.

Registration as a civil or structural engineer is highly desirable.

SPECIAL REQUIREMENTS

Physical agility adequate to inspect construction sites. Requires physical flexibility and dexterity, including the ability to continually stand, bend, stoop, reach, and crouch. Must be able to communicate effectively, both orally and in writing, including hearing voices and operating telephones. Must have ability to quickly and accurately see, review, and interpret plans and diagrams and to make inspections.