



# CITY OF LAKEPORT

## CHIEF BUILDING OFFICIAL

### Job Description

#### **DEFINITION**

Under general direction, plans and coordinates the activities of the Building Division within the Community Development Department to ensure the enforcement of laws and codes governing new building construction and the alteration of existing structures; coordinates assigned activities with other divisions, outside agencies and the general public; performs building inspection activities, plan checking and other work as required; recommends and implements City policy; provides complex and technical staff assistance to the Community Development Director.

#### **CLASS CHARACTERISTICS**

This is a mid-level management classification. The incumbent reports to the Director of Community Development, and exercises significant independent judgment in the application and enforcement of building codes and ordinances within the City; the incumbent is expected to exercise initiative in ensuring that related codes used by the City meet current legal and professional guidelines.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Administers and operates the Department of Building Safety as established by the California Building Code.

When designated as the Floodplain Manager, enforces the provisions of the Lakeport Floodplain Management Ordinance as per FEMA requirements; coordinates Emergency / Disaster Response activities in the event of an earthquake or other disaster as necessary for evaluation and posting of damaged structures; plans and coordinates the enforcement of applicable laws and codes governing the built environment.

Attends various coursework and training as available to maintain required certifications; advises developers, builders, design professionals, property owners and others regarding standards of building design, construction and maintenance; performs all field inspections on permitted projects and investigates violations; reviews permit applications and building plans for code compliance, and issues permits for construction, alteration and repair of structures; issues certificates of occupancy and revokes occupancy of unsafe buildings;

Prepares and monitors the department budget; develops and implements building department goals, objectives, priorities and policies; identifies and abates code violations and nuisances; supervises and evaluates staff and encourages training and development of staff skills; administers contracts for consultant services;

Prepares a variety of correspondence and reports; coordinates plan review, building permitting and inspection activities with other appropriate departments and jurisdictions, including: Planning, Public Works, Utilities, Environmental Health, Air Quality Management and Lakebed Management;

Reviews plans and inspects projects for compliance with state and federal permits. Represents the City on various committees as assigned, including the Lake County Clean Water Advisory Committee, the Clear Lake Advisory Subcommittee, etc.; oversees maintenance of records and files.

## OTHER JOB FUNCTIONS

Answer / respond, orally or in writing, to public complaints and to inquiries regarding codes and policies and operations as necessary; appear before public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety-related problems, proposals, projects and policies; provide technical assistance as necessary; build and maintain positive working relationships with co-workers, other city employees, the building community and the public using principles of good customer service; perform related duties as assigned.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: High school graduation or GED equivalent, supplemented by college coursework in building inspection and construction technology; and four years of increasingly responsible experience in the design, construction and inspection of commercial, industrial and residential buildings; and five years of responsible experience in jurisdictional work involving detailed knowledge of building codes, including inspection and plan review with at least two years of administrative and supervisory responsibility.

### Knowledge, Skills, and Abilities

Knowledge of Principles and practices of organization, administration, personnel and budget management; principles and practices of enforcement of the California State Building Standards and other pertinent federal, state and local codes and ordinances; approved building construction methods, materials, and proper inspection procedures; principles of structural design, engineering mathematics, and soil classification; legal procedural aspects of code enforcement; principles and practices of leadership, motivation, team building and conflict resolution; safe work principles and practices;

Ability to read and interpret complex blueprints and specifications; communicate with staff, public and peers regarding complex code issues; on a continuous basis, analyze budget and technical reports; update knowledge of changes to laws, codes and regulations; observe and evaluate staff; explain and interpret policy; on an intermittent basis, walk, kneel, climb ladders and scaffolding, crawl under floors and in attics, walk on pitched roofs, cross rocky or uneven terrain, or jump obstacles as required performing inspections; communicate clearly and concisely, both orally and in writing; select, supervise, evaluate and train personnel; operate a computer for word processing and internet communication; establish and maintain effective working relationships.

### Special Requirements

Possession of a valid California driver's license is required; possession of ICC certification as Building Inspector or Combination Inspector; possession of, or ability to obtain, CABO or ICC certification as a Building Official within twelve (12) months of appointment; possession of, or the ability to obtain, Certification from the Governor's Office of Emergency Services as Safety Assessment Program Coordinator.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

**PHYSICAL PROFILE:**

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Color Vision: Ability to identify and distinguish colors

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Essential duties and the work environment require the following skills or abilities:

Ability to sit, stand, walk, kneel, stoop, crawl, twist, and climb; tolerate exposure to heat, cold, noise, outdoors, chemicals, mechanical hazards and electrical hazards; ability to travel long distance to training, lift up to fifty pounds; ability to respond to emergencies at any time. Attendance at City Council meetings or other evening and weekend events may be required.

CLASS RANGE NO.	E1
FLSA	Exempt
ADOPTION DATE	6/30/2012
REVISION DATE	11/4/2014
APPROVED BY:	