



## City of Larkspur CHIEF BUILDING OFFICIAL

### **DEFINITION**

Under general direction, the Chief Building Official provides oversight of the operations of the Building Division of the Community Development Department.

Under general direction, the Chief Building Official plans, directs and coordinates the activities of the Building Division within the Community Development Department; coordinates, oversees and participates in plan checking operations and building inspection; develops and provides comprehensive training programs for division staff and serves as a member of the department's management team. The Chief Building Official also holds responsibility for the administration of all City activities related to the setting and ensuring of compliance with model standards including plan check, inspection and zoning matters, including supervising and performing difficult or complex inspections.

The Chief Building Official is responsible for preparing budgets and acquiring resources, planning work activities, supervising staff and coordinating activities with other units, outside agencies, and the general public; and providing highly responsible and complex staff assistance to the Director of Community Development.

### **DISTINGUISHING CHARACTERISTICS**

Chief Building Official classification is a single position classification. The incumbent is responsible for work that is highly intricate and requires the ability to reason through and solve complex problems. The incumbent has extensive contact with public officials, employees, and the general public.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Community Development Director. The incumbent provides supervision to staff assigned to the building division, and may provide direction to other department staff as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following)*

- Advise the Director of Community Development and/or City Manager on aspects of building and related code interpretations

- Direct and administer activities and programs for compliance with federal, state, and municipal codes and regulations governing building construction, rehabilitation, alteration, use, and occupancy. Supervise the issuance of building permits and the collection of fees
- Recommend new or revised regulations to achieve uniformity of code applications; analyze, review, and prepare code amendments or clearances; furnish updated interpretations of codes and regulations to other City staff; assist in the preparation of City ordinances
- Administer and enforce the City's building inspection compliance programs; investigate or direct the investigation of complaints and hazardous conditions
- Perform plan check review for residential and non-residential buildings; review structural and site plans
- Keep informed of current regulations, changes in code and legislation, new building materials, and construction methods
- Provide advice and technical assistance to City management and staff, developers, commissions or boards, committees, and the public as appropriate
- Participates in the development and implementation of Community Development Department and Building Division goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures
- Directs the development and implementation of plans and programs to improve the efficiency of Building Division operations including cost control programs, staff utilization studies, and work method improvements
- Selects, trains, motivates, and evaluates assigned personnel; ensures that staff are trained in complex maintenance activities and are following standard operating procedures; works with employees to correct deficiencies; implements discipline and termination procedures
- Oversees safety programs for assigned sections and work groups; assists with action planning for safety programs; responds to workers' compensation issues
- Participates in the development and administration of assigned unit budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary
- Coordinate activities of building inspection with other divisions; provide technical advice and information as necessary to ensure uniform interpretation and consistent enforcement of codes and compliance methods; respond to inquiries regarding building activity policies, procedures and operations as necessary; respond to public complaints; where permitted, to allow construction and occupancy where the codes are not readily applicable, without compromising safety
- Perform the difficult field inspections and review and approve major projects inspections prior to permit issuance; review building permits to ensure compliance of all pertinent building and safety codes, ordinances, rules and regulations have been complied with; coordinate and review the activities of outside consultants
- Answers questions and provides information related to projects including resolving problems, approving expenditures, handling complaints and providing technical expertise in area of assignment
- Interacts professionally with the public, vendors and City staff; maintains effective working relationships and works in cooperation with the management team to effectively meet

departmental objectives

- Responds to emergencies as requested; coordinates activities with other responders; directs the work of staff and utilization of resources to effect repair and ensure the safety of the community
- Prepares records related to the work performed and materials and supplies used; enters information in the various computerized systems, and obtains data and prepares reports as needed
- Performs related duties as required

## **REQUIREMENTS**

### **Knowledge of**

- Operational characteristics, services, and activities of a building division
- Principles and practices of program development and administration
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state, and local laws, codes, and regulations
- Principles, practices and methods used in building inspection administration and building maintenance programs
- Pertinent State and County codes and ordinances
- CA Building Codes
- State Historical Building Code
- Municipal Codes
- Approved building construction methods, materials and proper inspection methods
- Legal procedures involved in enforcing building and safety regulations
- Mathematical principles
- Principles and practices of record keeping and report preparation
- Occupational hazards and standard safety precautions
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases

### **Ability to**

- Supervise, direct, and coordinate the work of lower level staff. Select, train, and evaluate staff
- Participate in the development and administration of unit goals, objectives, and procedures
- Research, analyze, and evaluate new service delivery methods and techniques
- Prepare and administer program budgets
- Prepare clear and concise administrative and financial report
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Interpret and apply federal, state, and local policies, laws, and regulations
- Ensure adherence to safe work practices and procedures
- Compile data, maintain records and files, and participate in the preparation of clear and concise reports
- Oversee and participate in the provision of a high level of customer service to internal and external customers

- Respond to requests and inquiries from the general public; tactfully and courteously represent the Community Development Department during public contacts
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints
- Organize, direct, and coordinate the activities of the building inspection division and the building maintenance program
- Interpret, explain and apply applicable policies, standards, and regulation
- Analyze, interpret and check complex plans, specifications and calculations
- Establish and maintain effective work relationships with City staff, developers, contractors and the general public
- Supervise, train and evaluate assigned technical and support staff and implement goals, objectives, procedures and work standards
- Exercise sound independent judgment within general guidelines
- Evaluate building activities and recommend alternative or enhancements
- Prepare clear and concise reports and make effective presentations
- Meet appropriate physical demands necessary for adequate job performance
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

### **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to building and operations to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Equivalent to an Associate's degree from an accredited college or university with major course work in pre-engineering, construction technology, or a job-related field.
- At least five years increasingly responsible and directly related experience in building and related inspections, plan checking, or code enforcement, including at least two years of lead or supervisory experience. Additional technical level experience in building inspection and building code enforcement may be substituted for the experience on a year-for-year basis.

In addition, qualified candidates must:

- Be willing and able to work an alternative work schedule (9/80, 4/10) if assigned
- Be willing and able to work occasional evenings, weekends, and holidays as needed

### **OTHER REQUIREMENTS**

- Possession of applicable I.C.C. Building Official and Plans Examiner certifications
- Possess a valid California Driver's License at the time of appointment

**PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting with some travel to worksites, typically with use of a City vehicle; project direction and inspection are intermittently performed in field conditions. Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 35 pounds. The employee is periodically exposed to loud noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; and occasionally must work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. The employee is occasionally exposed to moving mechanical parts.

**OTHER:**

*FLSA Status: Exempt*  
*Bargaining Unit: Unrepresented Management*  
*Approved by: City Manager*  
*Date: August 2, 2021*