

CITY OF REDWOOD CITY BUILDING OFFICIAL

DEFINITION

To plan, organize, direct, and coordinate the operations and activities of the Building Division; to ensure compliance with local, State, and Federal codes, regulations and ordinances applicable to building construction and maintenance; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Department Director.

Responsibilities include direct and indirect supervision of professional, technical and administrative support personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provide leadership, direct and participate in the development and implementation of goals, objectives, policies, and priorities; implement City and department goals, objectives, policies, priorities, and foster in others a commitment to city values.
2. Prepare and administer building division budget in accordance with Council priorities.
3. Manage, oversee, coordinate, review and participate in the plan review, building inspection, and code enforcement activities associated with setting and ensuring compliance with building standards, Federal and State laws, and City code enforcement ordinances.
4. Perform the most difficult field inspections and plan checks and resolve building inspection related problems as necessary.
5. Coordinate uniform enforcement and inspection methodologies with building personnel; provide training on technical code related topics and operational processes and procedures related to the City's development review and inspection process.

6. Provide technical advice, information, and interpretations regarding the various codes, laws, and regulations regarding building construction to city staff, engineers, architects, contractors, and the general public.
7. Review proposed State and Federal legislation related to the building inspection field; recommend the City's position on legislation; revise the City's building ordinance to conform to State requirements; recommend and draft building and related code changes; and counsel staff on code, construction and enforcement issues.
8. Prepare and present reports and studies, and represent the Building Division at City Council, Planning Commission, other Boards and Commissions, and at professional and public meetings as required.
9. Ensure that close coordination is maintained between various City departments and divisions for the plan check, inspection, and maintenance and compliance functions.
10. Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
11. Participate in selection, training, motivating, and evaluating building division personnel; provide or coordinate staff training, and manage and evaluate assigned staff.
12. Provide exceptional customer service and enable staff to perform assigned responsibilities.
13. Assume the duties and responsibilities of the Department Head in his/her absence, as assigned.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of engineering, organization, administration, personnel, training, budget management, and employee and community relations.

Material strengths, properties, and uses in construction.

Federal, State and municipal codes, ordinances, regulations and model codes.

Interpersonal communication techniques for dealing with the public and staff.

Program planning, analysis methods, and report writing.

Applicable computer applications.

Ability to:

Prepare, administer and monitor division budget.

Participate in the development and administration of division goals, objectives and procedures.

Effectively plan, direct, motivate, assign and evaluate the work of others.

Organize, direct, assign, and coordinate the activities of a division in a manner conducive to full performance and high morale.

Select, supervise, motivate and train assigned personnel.

Read, understand, interpret, and accurately check complex plans, specifications, codes, rules, and regulations.

Solve complex building inspection and code-related problems.

Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action.

Exercise independent judgment within general policy guidelines.

Conduct field investigations and inspections.

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Plan, communicate, delegate and monitor a variety of concurrent projects.

Skill to:

Use tact, discretion, initiative and independent judgment within established guidelines.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of progressively responsible experience related to building design, construction, and inspection with at least two of those years in a lead or supervisory capacity.

Education:

Equivalent to a Bachelors Degree from an accredited college or university with major course work in code administration, engineering, architecture, construction management, or a closely related field.

License or Certificate:

Certification from the International Code Council as a plans examiner and combination commercial inspector, building official, or equivalent.

Registration as a professional engineer or architect in the State of California, certification in green building LEED AP, certification by the Division of State Architect as a Certified Access Specialist (CASp), and energy certificate are desirable.

Possession of a valid California driver's license with a satisfactory driving record.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; ability to walk, kneel, crouch, stoop, squat, reach, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors, confined work spaces, dust, chemicals, electrical and mechanical hazards; and ability to travel to different sites.

Effective Date: March, 2011

Bargaining Unit: Redwood City Management Employees' Association