

CITY OF HEMET

Class Code: 2220
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Date Adopted: 12/27/2001
Date Last Revised: New Class

BUILDING OFFICIAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative supervision, plan, organize and manage the City's building safety, inspection and plans review programs and activities.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

EXAMPLES OF DUTIES

Plan, develop and manage the administration and operation of the building safety division, which includes building permit, building inspection and construction project management.

Supervise and participate in enforcing building codes and standards; review sites for compliance with building and fire codes; monitor and conduct plans review; meet with owners, contractors, developers, etc. to establish and negotiate services and deadlines; resolve disputes and clarify construction issues.

Coordinate, monitor and manage City construction projects; participate in contract administration; obtain bids from contractors and subcontractors; ensure work is completed within City specifications and available budget; approve change orders; coordinate the preparation of plans and specifications; inspect City construction projects.

Develop or assist in the development of division goals, objectives, policies, and procedures; recommend and implement improvements and efficiencies; develop and administer the division budget; monitor and approve expenditures; implement adjustments; conduct research and prepare recommendations for new or revised building codes; prepare Council and commissions staff reports and make presentations as needed; stay current on new building codes and regulations.

Hire, train, schedule, assign, monitor, and evaluate work of staff; provide for and/or conduct staff development; establish work methods and standards; initiate corrective and/or disciplinary action and respond to grievances and complaints.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Building safety and code compliance principles and practices; local, state and federal laws, regulations, policies and procedures governing building and fire safety; building safety, plans review, code compliance and site inspection; building, electrical, mechanical and plumbing construction methods and techniques; municipal budget preparation and control; principles and practices of supervision; project management principles and practices.

Skill in:

Interpreting and applying local, state and federal laws, regulations, policies and procedures; supervising, motivating and evaluating staff; conducting plans review, site inspections and code enforcement; conducting research and preparing clear, concise and comprehensive reports; understanding and applying regulations, procedures and guidelines; working under pressure, handling day-to-day operational problems and tasks that arise simultaneously and/or unexpectedly; communicating effectively both orally and in writing; establishing and maintaining effective working relationships with other City employees and the public.

MINIMUM QUALIFICATIONS

Bachelor's degree in building construction, architecture, engineering or a related field and five (5) years progressively responsible building inspection and/or plans examination experience including three (3) years supervisory experience, or an equivalent combination of education and experience.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

CABO certification as a building official within one year of appointment.
ICBO certification as a plans examiner or building inspector.

Possession of, or ability to obtain, a valid and appropriate California driver's license and maintain a satisfactory driving record.