



Class Specification

BUILDING DIVISION SUPERVISOR

GENERAL PURPOSE

Performs a variety of routine and complex administrative, supervisory technical work in building and plan check programs and services.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff within the Building Division, including professional, sub-professional or paraprofessional, journey-level class, and technical staff and consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

The following tasks are essential for this position. Incumbents in this job classification may not perform all of these tasks, or may perform similar related tasks not listed here.

Supervise, plan organize, and direct the activities of assigned staff; assign, review, and evaluate the work of assigned staff for accuracy, suitability, and completeness.

Assist in the training of personnel on the interpretation and application of building codes, related ordinances, and laws to enforce applicable codes, ordinances, and laws.

Recommend and assist in the implementation of goals and objectives; evaluate processes, systems, and procedures.

Support complex and sensitive customer service issues, including permit issuance and expiration; maintain records and documents of customer services issues and resolutions.

Review plans, specifications, and calculations for conformance to building, electrical, mechanical, plumbing, and structural codes and regulation; consult with originator to provide clarity, suggestions, or corrections.

Monitor changes in legislation, regulation and technology that may affect building inspection and plan examination services; assists Chief Building Official with implementation and procedural changes.

Coordinate and distribute daily inspection schedule; monitor effectiveness and efficiency of the building inspection process; evaluate assignment consistency and thoroughness.

Coordinate with City departments to provide technical advice; investigate complaints related to building code violations and enforce regulations.

Confer with developers, architects, engineers, contractors, and the general public in the field and office to explain and interpret requirements, restrictions, and coordinate compliance action; accept permit applications, process plans, review building plans, issue permits, and provide supplemental information.

Prepare and maintain a record of correction notices, documentation, and correspondence related to field inspections; provide training and instruction on City code; assist with community promotions and public information.

May make presentations to the City Council, City Manager, and other boards and commissions, business organizations, and homeowner's associations.

Participate in staff selection; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

May serve on various employee related committees.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Respect the cultural and ethnic diversity of the community.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

May perform inspections of industrial, commercial, and residential buildings in stages of construction, repair, and remodeling for compliance with city, county, state, and federal codes and regulations; make field review of plans and specifications to assure proper and safe installation of routine and complex building systems.

In the absence of the Chief Building Official, to assume the responsibility of the Chief Building Official as needed.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and methods used in various building construction areas, which may include residential building, mechanical, electrical and/or plumbing; operational characteristics and use of standard equipment used in building inspection and the building trades; building and construction standards and materials; construction materials and testing procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including construction code manuals and specifications; extensive knowledge of permit review programs and processes; standard office procedures, practices and equipment; office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

Ability to:

Work effectively with contractors, developers, architects, engineers, owners, and the general public; read and understand complicated plans and blueprints; communicate effectively orally and in writing; make sound decisions within established guidelines; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations; analyze complex issues, and develop and implement appropriate responses; facilitate appropriate corrective action from property owners regarding violations; read and interpret maps, sketches, drawings, specifications and technical manuals; manage and operate office computer and variety of word processing and software applications, including permit tracking systems; facilitate appropriate corrective action from property owners regarding violations

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates, substituting on a year for year basis. A typical way to obtain would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in construction management, public administration, business administration, or another field of study applicable to the responsibility and requirements of this job classification.

Five (5) years of progressively responsible experience performing program management and/or project coordination, two years of which are equivalent to job duties of a plan reviewer or inspector for a California local jurisdiction.

Within one (1) year of hire, obtain one of the following: (a) ICC Combination Inspector Certification, (b) Certified Building Official Certification, (c) Combination Planner Review Certification.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California State Driver's License.

Ability to obtain and maintain required Certifications as referenced above.

TOOLS AND EQUIPMENT USED

Personal computer; tablet; motor vehicle; ladder or scaffolding; tape measure; calculator; portable radio; phone, including cellular phone; copy; scanner. Digital planner review software; permitting software; cloud-based systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, work is performed in office settings and in the field. Some outdoor work is required in the inspection of various land use developments and construction sites. The employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid, dirty and muddy conditions, or airborne particles. The employee may have to crawl under structures in order to perform inspections.

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.

The noise level in the work environment is usually quiet in the office and may be moderate to loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Fair Labor Standards Act: Non-exempt
Effective Date: July 25, 2023

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