



## **Building Official Job Description**

The Building Official is responsible for managing, coordinating and supervising the activities and operations of the Building Division within the Community Development Department; including plan review, issuance of building permits, and building construction inspection services and activities; coordinating assigned activities with other divisions, departments, and outside agencies; and providing highly responsible and complex administrative support to the Director of Community Development.

The Building Official position serves as the “Building Official” as defined in the International Building Code and is responsible for the administration, interpretation and enforcement of all building code regulations adopted by the City of Capitola. The Building Official serves as ADA Compliance Officer as defined in Title II of the Americans with Disabilities Act. The Building Official participates in the more difficult and complex project reviews, performs more difficult research and analysis of various building regulations, and directs and supervises the work performed by the Building Inspector. Under direction of the Community Development Director, the Building Official researches, prepares and carries out comprehensive, professional activities related to building code regulations and other related work as assigned.

The Building Official administers the City’s Green Building program and serves as the City Grading Official and FEMA Floodplain Coordinator.

### **SUPERVISION RECEIVED**

Receives general supervision from Community Development Director

### **SUPERVISION EXERCISED**

Exercises direct supervision over Building Inspectors and other technical and clerical staff.

### **SHARED EMPLOYMENT DUTIES**

The Building Official position may work under contract as Building Official in other jurisdictions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Not inclusive of all Duties)**

Manage building inspection and building code plan review processes.

Review, research, field inspect, analyze and write staff reports with staff recommendations based on appropriate finding and conditions for various types of building code issues.

Present reports and recommendations to Architectural and Site Review Committee, Planning Commission, City Council, and other committees and groups as required.

Assist applicants and the public with interpretation of building code regulations and standards and provide information about the building code review process.

Conduct research and prepare reports and recommendations on building code issues.



Plan and coordinate the enforcement of laws and codes governing the construction of new buildings or altering existing structures.

Advise builders and homeowners as to the minimum standards of construction and materials.

Perform field inspections on industrial, commercial, and residential buildings and on mobile home park developments.

Abate building code violations in existing structures.

Research and prepare code updates governing green building.

Formulate building inspection and plan review policy.

Confer with architects, contractors and others concerning building code provisions and construction methods.

Supervise and evaluate building division staff.

Assist in preparation of building division budget.

Review building plans for conformance with building code provisions and perform plan checks to ensure building code compliance.

Administer FEMA Flood Regulations.

Administer contracts for building inspection and plan review services performed by outside consultants.

Prepare a variety of correspondence and reports.

Coordinate building project activity with other appropriate jurisdictions such as fire, planning, public works, utilities, environmental health, and the Coastal Commission, and assists them regarding code interpretations.

Manage construction projects on City Facilities.

Assist with streamlining code activities and improving departmental work practices and procedures, including application forms and public information.

Coordinate building code activities and provide information to designers, contractors, developers, realtors, civic and business groups, citizen and neighborhood groups, advisory groups, other city departments, regional planning agencies, officials from nearby jurisdictions, and the public.

Examine plans for conformance with erosion control policies.

Serve as ADA Compliance Officer as defined in Title II of the Americans with Disabilities Act. Use a computer to prepare written reports and agendas, to conduct financial and other quantitative analyses, to generate maps and exhibits, and to input and retrieve land use and permit tracking information.



Perform related duties as assigned.

MINIMUM QUALIFICATIONS

- (A) Associate Science degree in Building Inspection sciences; and
- (B) Five (5) years of increasingly responsible experience in work involving a detailed knowledge of model building codes including inspection or related building code enforcement activities; or
- (C) Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- (A) Knowledge of:  
Thorough knowledge of building, plumbing, mechanical and electrical codes; abatement of dangerous buildings procedures, State Administrative Code and the Americans With Disabilities Act; approved construction practices and techniques and proper building construction inspection methods.

Thorough knowledge of and ability to apply various State laws related to building code issues, including the California Green Building Code, Contractors State License Law, the Architect Practice Act, BORPELS, the Coastal Act, the California Environmental Quality Act, and the Permit Streamlining Act.

Knowledge of computers and electronic word and data processing; modern office practices and procedures.

- (B) Skill to:  
Proficiently learn and operate listed tools and equipment.

- (C) Abilities:  
Ability to interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous and effective manner, while providing accurate information regarding building codes, city ordinances and the development process, over the public counter, on the telephone, electronically and in the field.

Ability to learn, interpret and apply a large number of codes, ordinances, policies and procedures.

Ability to evaluate applications and proposals against state and local building code standards.

Ability to write clear and comprehensive reports.

Ability to perform thorough research and analysis related to building issues, including quantitative and statistical analysis.

Ability to analyze building code issues, information and data, and develop appropriate recommendations for action.

Ability to administer and enforce building code laws with sound judgment and impartiality.

Ability to use a computer and learn various word processing, database, spreadsheet, permit tracking, and GIS computer software programs.



Ability to make clear and effective oral presentations to advisory bodies, decision makers, members of the public, and community groups.

Ability to establish and maintain harmonious, effective and appropriate working relationships with other city staff, management, elected officials, applicants, and the general public.

Ability to work and use good judgement under stressful conditions and with frequent interruptions.

Ability to learn and appropriately employ various conflict management and conflict resolution techniques; and other skills used in dealing effectively with the public.

Ability to organize information and efficiently prioritize work.

Ability to follow and give oral and written instructions, including supervision of assigned personnel and following city administrative and personnel procedures.

#### SPECIAL REQUIREMENTS

Possession of at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

Possession of within two years of hire and continued maintenance of Internal Code Council Building Official certification.

#### TOOLS AND EQUIPMENT USED

Personal computer, including word processing, database, GIS, spreadsheet, permit tracking software, telephone, pen/pencil, calculator, rulers, postage machine, fax machine, copy machine, light meter, noise meter, motor vehicle, portable radio; phone; ladder or scaffolding; tape measure.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally required to climb or balance, stoop, kneel, or crouch. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

While performing the duties of this job, the employee is frequently required to stand or sit, drive a motor vehicle, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office and field equipment.

The employee must frequently retrieve files and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, for detailed computer work, reading, and field work. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.