

BUILDING OFFICIAL

The Building Official is responsible for managing, coordinating the Building Division within the Community Development Department; including plan review, issuance of building permits, and construction inspections; coordinating assigned activities with other divisions, departments, and outside agencies; and providing highly responsible administrative support to the Director of Community and Economic 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 serves as the City Grading Official and FEMA Floodplain Coordinator. The Building Official participates in complex project reviews, performs advanced research and analysis of various building regulations, and directs and supervises the work performed by the Development Service Technician, Building Inspector, and Plan Examiner. Under direction of the Community and Economic Development Director, the Building Official researches, prepares, and carries out comprehensive activities related to building code regulations and other related work as assigned.

SUPERVISION RECEIVED

Receives general supervision from Community and Economic Development Director

SUPERVISION EXERCISED

Exercises direct supervision over Building Inspectors, Development Service Technician, Plans Examiner, and other technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Not Inclusive of all Duties)

Manage building inspection and plan review processes.

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

Present reports and recommendations to Development and Design 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 permit review process.

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

Advise architects, contractors, builders, and property owners as to the minimum standards of construction and materials, building code provisions, and construction methods

Perform field inspections on industrial, commercial, and residential buildings.

Abate building code violations in existing structures.

Update building inspection and plan review policies.

Supervise and evaluate building division staff including probationary and annual reviews. Provide professional development for division staff through in-office and field training opportunities. Guide staff in acquiring credentials toward professional development.

Assist in preparation of building division budget.

Review building plans for conformance with building code provisions.

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 and provide code interpretations with other appropriate jurisdictions including fire, planning, public works, utilities, environmental health, and the Coastal Commission.

May manage construction projects on City Facilities

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

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 services; 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.

In addition:

- (D) Possession and continued maintenance of International Building Code Council (ICC) Building Plan Check certification; and
- (E) Possession or reasonable demonstration that ICC Building Official certification will be obtained within one year of hiring with continued maintenance.

KNOWLEDGE, SKILLS AND ABILITIES

- (A) Knowledge of:
Thorough knowledge of California Building Codes, California Plumbing Codes, California Mechanical Codes, California Electrical Codes, California Energy Codes, and California Green Building Standards; 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 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, at the public counter, by telephone, electronically and in the field.

Ability to learn, interpret and apply a wide range of codes, ordinances, policies and procedures.

Ability to evaluate applications and proposals for compliance with state and local building code standards.

Ability to write clear, comprehensive, and well-organized 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, consistency, and impartiality.

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

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 city staff, management, elected officials, applicants, and the public.

Ability to work effectively and exercise good judgement under stressful conditions and frequent interruptions.

Ability to learn and apply conflict management, conflict resolution techniques when dealing with the public.

Ability to organize information, prioritize work efficiently, and meet deadlines.

Ability to follow oral and written instructions, and to provide clear direction and supervision to assigned personnel while adhering to city administrative and personnel procedures.

SPECIAL REQUIREMENTS

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

Possession, within one year of hire, and continued maintenance of Internal Code Council (ICC) Building Official certification. Building Official certification may be obtained within one year of hiring

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.