

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Director of Building and Safety

Class Code Number: 5150

Position Designation: Management/Contract

Division: Building & Safety

General Purpose of Position

The purpose of this position is to plan, organize and direct the activities of the Building and Safety Division and serve as the City's Chief Building Official.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Operations Officer. Exercises general direction over para-professional, technical and administrative support staff.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.

- Ensures the enforcement of State and local ordinance and codes related to commercial and residential building, zoning administration and fire protection through building inspection, permit issuance and plan check.
- Serves as the City's Chief Building Official.
- Plans, directs staff and participates in checking plans and inspecting buildings for compliance with laws, codes, ordinances and regulations governing the safety, construction and alteration of buildings including structural, electrical, mechanical and plumbing installations.
- Issues building and related permits for building construction.
- Monitors the work of consultants.
- Provides information on building regulations, permits, procedures, developments and related matters to developers, architects, engineers, contractors and the general public.
- Resolves problems regarding the application or interpretation of codes and regulations enforced by the Division; addresses complaints regarding activities of the Building and Safety Division and takes or directs appropriate corrective action.
- Assists in the coordination of proposed projects through development review and participates in related meetings to address issues; researches code requirements, new materials, methods of construction and related matters; may draft code revisions.
- Prepares and presents verbal and written reports on building and fire inspection activities; develops divisional procedures and processes.
- Represents the City, as assigned, in relations with the community, committees, local, State and Federal agencies, other building departments and professional organizations.
- Attends City Council meetings; appears before public and private agencies to represent and discuss building and community safety policies.

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- Coordinates all building and community safety activities, maintains records and acts as liaison with other City departments.
- Responds to structure fires to assist the Fire District in determining possible cause of fire; assesses loss damage; assists the Fire District with code interpretations and enforcement.
- Reviews and approves code alternatives.
- Renders decisions on local applications of uniform code questions.
- Ensures that customer complaints are resolved by offering immediate results.
- Supervises staff of assigned unit, including instructing, recruiting, selecting, reviewing and planning work; maintains standards, coordinates activities, prepares performance appraisals, recommends salary increases.
- Develops and manages the division budget.
- Performs various related essential duties as required.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree in civil engineering, building, planning or a related field from an accredited college or university is preferred.

Experience: Eight years progressively responsible public sector experience in Building or Community Development including five years supervisory and management experience.

License/Certificate: Possession of International Conference of Building Officials (ICBO) or International Code Council (ICC) certification as a certified plans examiner or as a combination inspector required.

Valid Class C California Driver's License required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Knowledge of:

- Codes, ordinances, laws and regulations governing zoning and building requirements including building, plumbing, electrical, mechanical and related codes including the Uniform Building Code.
- Modern methods of construction, acceptable safety standards, methods of building construction and principles of structural design.
- Fire Code and land use principles.
- Contract administration and service evaluation.

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- Principles and techniques of building plan check and building inspection work.
- Legal aspects and procedures of enforcement of ordinances or statutes.
- Supervisory practices and procedures.
- Effective public relations skills.

Ability to:

- Exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible and cooperative.
- Supervise building inspectors, plans examiners and related personnel; prepare performance appraisals.
- Provide instruction and guidance to staff; and promote staff development and motivation.
- Conduct building inspections and resolve associated problems.
- Deal effectively with contractors, developers, architects, engineers, representatives from public agencies and the general public.
- Read and interpret building construction plans and specifications to determine compliance with appropriate codes.
- Conduct the most difficult and complex inspections.
- Effectively apply continuous improvement principles in emphasizing quality customer service.
- Speak to large and small groups; manage meetings effectively.
- Work independently.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) and walking through and around field sites is occasionally required. This position requires manual manipulation of a keyboard, phone and other standard office machines and the operation of a motor vehicle. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc.) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise.