

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3205
Approved by C.S.B.
January 11, 2006

BUILDING OFFICIAL

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DEFINITION

Under general direction is responsible for supervision, coordination, administration and management of all building services functions and activities, including building permits and inspection, plan review, and code enforcement; performs those duties specified by statute and ordinance as those of Building Official; performs other related work as required.

DISTINGUISHING FREATURES

Work in this class is characterized by overall management responsibility for all aspects of City building services work and functions and by those responsibilities established by statute or ordinance.

EXAMPLES OF DUTIES

1. Plans, coordinates and oversees all building services functions and activities such as issuing permits, inspecting buildings, and ensuring compliance with codes, regulations, procedures, standards, plans and specifications.
2. Ensures provision of responsive, cost effective and innovative services.
3. Exercises Building Official signatory authority as established by statute or ordinance.
4. Interprets and directs enforcement of Uniform Codes (including local ordinances, state and local amendments), and all other laws relating to building and new construction; assures proper and consistent interpretations are applied.
5. Recommends and drafts building and new construction code changes; maintains City ordinances in compliance with latest model codes and state regulations.
6. Oversees and may perform the most difficult field inspections and plan checks; oversees inspections, plan checks and decisions made by subordinates.
7. Provides information to and assists contractors, architects, engineers, developers and the general public in complying with City codes and requirements; addresses and resolves citizen complaints regarding code enforcement issues; assists subordinates in resolving problems.
8. Coordinates building services activities with other divisions, departments, property owners, consultants, developers and outside agencies; confers with other departments, agencies, public officials, residents and public and community based organizations; prepares and presents reports and studies.
9. Works closely with legal staff on actions associated with code and ordinance compliance.
10. Confers with and advises staff on administrative policies and procedures and technical problems, priorities, and methods; develops and implements policies and procedures.
11. Supervises or provides liaison and staff support to City commissions, boards, and committees.
12. Directs research and preparation of various studies, analyses and reports.
13. Develops and implements goals, objectives, procedures and standards; determines priorities, staff assignments and work methods.
14. Serves as acting department head as required.
15. Prepares and administers budgets; administers revenue programs.
16. Supervises trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in engineering, architecture, construction management, public or business administration.

Experience: Seven years of progressively responsible building construction, inspection or related engineering

experience involving application of building, plumbing and/or electrical codes, at least five years of which shall have involved managing and supervising these activities, preferably in local government.

EMPLOYMENT STANDARDS

Knowledge

Knowledge of the principles and practices of modern building services administration and operations as applied to diversified building services and activities; building, plumbing, mechanical and related codes and regulations; building standards, materials and methods employed in building design and construction; engineering principles and construction practices related to the design and construction of buildings and code enforcement practices; technical and legal considerations relevant to building and safety programs.

Abilities

Ability to effectively manage all building services activities and functions; provide responsive, cost effective and innovative services; properly exercise signatory Building Official authority as established by statute or ordinance; conduct inspections of buildings, and analyze, interpret, and check building plans and specifications; plan, organize, coordinate and direct assigned staff, activities, projects, and programs; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply relevant state, federal and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; maintain training and certifications as required; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Possession of a current certificate as a Certified Building Official from a recognized state, national or international association.

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.