

## **CHIEF BUILDING OFFICIAL / PLAN CHECKER**

### **DEFINITION**

To plan, organize, direct, and coordinate the operations and activities of the City's Building Services Division of the Community Development Department, including to assume responsibility for implementing City regulations related to setting and ensuring compliance with building standards and laws applicable to plan check, permitting, inspection, and zoning enforcement; to supervise and participate in plan checking and field inspection operations; to approve plans and specifications, as necessary; to oversee the City's Residential Health and Safety program; to oversee the issuance of business licenses; to coordinate with the San Pablo Police Department on Code Enforcement activities; to assist in the administration of the Community Rating System for flood control; to develop and provide comprehensive training programs for building services staff; to educate the general public on the benefits and requirements of building safety; and to function as the Chief Building Official.

### **DISTINGUISHING CHARACTERISTICS**

The Chief Building Official/Plan Checker is distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, the amount of time spent performing the duties, and the nature of the public contact made. The incumbent is expected to perform the most difficult and responsible types of duties assigned to classes within this series, including performing special projects and inspections and providing direct supervision over assigned staff. At this level, incumbents are required to be fully trained in all procedures related to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Development Director. Exercises direct and indirect supervision over technical and clerical staff, including building inspectors, permit technicians, and assigned contractors.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Assist in the development and implementation of department goals, objectives, policies, and procedures.

Manage, oversee, coordinate, review, and participate in the building inspection activities associated with setting and ensuring compliance with building standards, Federal and State laws, and City zoning ordinances.

Direct, oversee, and participate in the development of the Building Division's work plan; assign work activities, projects, and programs; prioritize work flow; and review and evaluate work products, methods, and procedures.

Coordinate uniform enforcement and inspection methodologies with building inspectors; provide training on technical code-related topics; and coordinate operational processes and procedures related to the City's development review process.

Establish and maintain liaison with appropriate government bodies, private firms, organizations, and individuals to assist them in achieving City objectives and ensuring compliance with appropriate laws and development standards.

Develop, interpret, and enforce the appropriate application of policies, codes, and operational procedures related to the public, contractors, developers, and the business community.

Perform complex inspections and plan checks; oversee inspections, plan checks, and decisions made by subordinates; and resolve building inspection-related problems, as necessary.

Oversee the scheduling and performance of a variety of building inspections in various stages of progress of new and remodeled commercial and residential buildings, code enforcement investigations, mobile home park local enforcement, and Residential Health & Safety program.

Approve acceptable work or indicate revisions necessary for code or ordinance compliance. Issue notices of improper or hazardous structures to owners or builders, including stop work orders.

Check commercial, residential, and other building plans and specifications for compliance with the International Code Series, as adopted by the City of San Pablo, California Building Code, Zoning Ordinance (Title 17), Buildings and Construction Code (Title 15), Health and Safety Code (Title 8), Subdivisions Code (Title 16), Signs Code (Title 18), and other related codes and ordinances.

Prepare complex reports, letters, and correspondence, including code compliance investigation reports, plan check review reports, staff reports and draft resolutions and ordinances, public informational materials, annual reports, and response to inquiries from the public and from regulatory agencies.

Issue building permits, stop work orders, Certificates of Occupancy, and other building and safety-related orders and determinations.

Provide emergency inspection services on an as-called/as-needed basis, to immediately evaluate incidents, such as building fires, vehicle building crashes, and natural disasters, such as floods and earthquakes.

Coordinate a variety of activities regarding the City's code enforcement and abatement program (along with the Police Department) and Residential Health and Safety program.

Investigate and work to resolve code compliance complaints by tenants, residents, other public agencies, and other interested parties.

Make presentations to the City Council, commissions, and other groups; and explain Building Division policies to the public, developers, and builders.

Advise the City Council, City Manager, Community Development Director, and department heads and staff on building inspection-related activities.

Ensure close coordination is maintained between City departments and divisions for the plan check, inspection, maintenance, and compliance functions, especially with the Code Enforcement function within the Police Department.

Review and maintain a variety of records, reports, documents, and correspondence related to field inspections and plan reviews, including use and maintenance of an automated permit tracking system.

Supervise and manage Building Services Division staff and others. Participate in recommending the appointment of Building Services Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures; recommend employee terminations; and evaluate staff.

Assist in the preparation of the Building Services Division's operational budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and administer the approved budget.

Interact and address public issues at the Department front counter.

Review and direct resolution of public complaints and concerns.

Manage and coordinate the City's permit system.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

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

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles, practices, and methods associated with developing building standards, plan check, building inspection, residential health and safety, and code enforcement programs.

Engineering principles, concepts, and procedures as applied to building inspection.

Construction methods and materials.

Pertinent local, State, and Federal laws, codes, and regulations relating to residential, commercial, industrial, institutional, and mixed-use construction; energy conservation; accessibility; flood control; hazard abatement; landscape water efficiency; zoning regulations; and other building safety and development related topics.

International Building, Electrical, Mechanical, Plumbing, Energy, Housing, and Property Maintenance Codes.

California Building Code, Title 24, Accessibility, and Green Codes.

Knowledge of and ability to expertly utilize online permit tracking systems and other programs related to execution of duties.

Budget preparation and administration.

Principles of supervision, training, and evaluation.

Public contact and communication skills.

Ability to:

Read, understand, and interpret construction blueprints, plans, and specifications; inspect and analyze standard building construction for plan review and to identify code violations and faulty workmanship and materials; solve complex building inspection and code-related problems; interpret and explain division policies and procedures; prepare and administer an operations budget; work effectively with builders, contractors, and the general public; plan, organize, direct, establish, and maintain cooperative relations with City staff and public and private organizations; resolve conflicts, as necessary; supervise, train, and evaluate assigned staff; explain City practices and objectives to appropriate public and private agencies, organizations, and individuals; prepare analytical reports of a budgetary, technical, and evaluative nature; establish and maintain information systems needed for control of work quality and quantity; conduct comprehensive engineering analyses of building problems; and analyze complex data and make decisions accordingly.

On an occasional basis, stand and walk while performing inspection duties. Intermittently, sit while reading or preparing reports; perform simple grasping, pushing, pulling, and fine manipulation; twist to reach equipment surrounding desk; use telephone; write or use a

keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn, interpret and explain applicable codes and regulations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software; prepare a variety of reports, using specialized software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Five years of progressively responsible experience with a public agency in plan check and building inspection duties, including one year of supervisory or management experience, or ten years of progressively responsible experience in the building trades, including one year of supervisory or management experience.

#### Education

Possession of a bachelor's degree from an accredited college or university with major course work in construction management, architecture, civil or structural engineering, public administration, building administration, or a closely related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Building Official certificate from the International Code Council (ICC).

Possession of additional relevant certificates from the ICC, including Plans Examiner, Residential Building Inspector; Commercial Building Inspector, and one or more of the electrical, plumbing, mechanical, energy, or combination inspector certifications.

Possession of an architect's license or registration as a professional civil or structural engineer in the State of California is desirable.

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FLSA: Exempt