

CITY BUILDING OFFICIAL

DEFINITION

To plan, direct, supervise, and coordinate the work of the Building Inspection Division of the Development Services Department.

SUPERVISION RECEIVED

Receives direction from the Development Services Director and/or Deputy Development Services Director.

SUPERVISION EXERCISED

Provides direct and indirect supervision to professional, technical, and clerical staff.

ESSENTIAL DUTIES

Assists in the development and implementation of goals, objectives, policies and priorities for the division.

Plans, organizes, controls, and evaluates the functions and activities of the Building Inspection Division, including building inspections, electrical inspections, plumbing and mechanical inspections, plan checking, and issuance of permits.

Establishes, improves, schedules, and coordinates the plan checking and building inspection procedures of the City.

Maintains close coordination between various City departments for the plan check and building inspection functions.

Makes presentations to public agencies, business and civic groups, and other organizations regarding code and safety-related issues.

Assists in the preparation and administration of the budget, including recommendations for establishing and adjusting plan check and inspection fees.

Serves as staff liaison and provides recommendations to the Building Abatement Hearing Panel and various citizen advisory committees.

Supervises, trains, and evaluates subordinate professional, technical, and clerical personnel.

Determines code interpretations in complex and unclear cases.

ESSENTIAL DUTIES (continued):

Provides leadership and motivation to expand staff knowledge and provides excellent customer service.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Civil engineering principles, practices, and methods as related to structural engineering.

Principles and practices of personnel and budget management.

Principles and practices of the Uniform Building, Housing, Plumbing, Mechanical, and Electrical Codes, Green Building Code and practices, and pertinent federal, state, and county codes and laws.

Principles of structural design, engineering mathematics, flood and soil engineering, knowledge of unreinforced masonry structures and concrete tilt-up and soft story retrofit practices.

Principles of supervision, training, and performance evaluation.

Ability to:

Effectively organize, direct, and coordinate the activities of a program.

Analyze, interpret, and check complex plans, specifications, calculations, laws, and regulations.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative relations with coworkers, the public and community.

Supervise, train, and evaluate subordinate professional, technical, and clerical personnel.

Interpret codes for the general public, contractors, architects, engineers, and other development professionals.

Perform building inspections in the field as needed.

Provide assistance in the resolution of difficult field inspection problems and disagreements with contractors and homeowners.

### EXPERIENCE AND EDUCATION

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

Experience: Five (5) years of increasingly responsible experience of a supervisory, administrative, or professional nature in the design, construction, and inspection of public, commercial, industrial or residential buildings.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in structural, mechanical, or civil engineering, architecture, or a closely related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Possession of Certification as Building Official by International Code Council (ICC) is required within one (1) year of appointment. Possession of a Certificate of Registration as a professional engineer in the State of California is desirable.

### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; perform building inspections in the field on an infrequent, as-needed basis; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

740CS01

Revised: January 2013

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City Building Official  
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APP GROUP: 2  
FPPC STATUS: Designated  
FLSA STATUS: Exempt