



## Building and Safety Manager

Department/Division:	Community Development/Building and Safety
Reports To:	Director of Community Development
Provides Direction To:	Building Permit Technicians, Building Inspector, Senior Building Inspector
Date Updated:	July 16, 2022

### GENERAL PURPOSE

Under administrative direction, plans, oversees, and manages the work of the Building and Safety Division, including field inspection, plan check, permit review and administrative procedures to ensure compliance with federal, state and local building, and zoning codes, standards and ordinances; acts as the City's Building Official in this capacity; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Building and Safety Manager is responsible for managing and participating in divisional activities involving the establishment and enforcement of building and safety codes and standards. This position reports to the Director of Community Development and is distinguished from the Senior Building Inspector in that the Manager exercises supervisory authority over the entire division, reviews the most complex plans and issues, and resolves procedural problems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Reviews building and construction plans for compliance with adopted codes and requirements; reviews and approves development applications in accordance with City standards and issues permits.
2. Manages the selection, training, evaluation, compensation, and disciplining of departmental staff pursuant to City guidelines and agreements; reviews and administers specialized plan check contract services.
3. Conducts commercial and industrial inspections of more complex private development projects to ensure compliance with code requirements.

4. Responds to the most complex and difficult inquiries and requests for information; resolves service issues and complaints.
5. Prepares and monitors division operating budget and work plans; develops, implements and supervises the interpretation of procedures related to inspection practices; approves final permits for occupancy.
6. Advises and supports the City Manager's Office, City Council and Planning Commission and represents the division in policy matters; attends and makes presentations at public meetings.
7. Prepares and presents staff reports and recommendations; assists other divisions and departments with technical inspections and questions related to development and permitted activities.
8. Solicits public and municipal input regarding code changes; evaluates and makes recommendations pertaining to the application of State uniform model codes and local code amendments affecting the Building Department.
9. Analyzes, prepares and considers adequacy of data used in setting development and permit fees on an annual basis.
10. Acts as Hearing Officer for Nuisance Abatement Hearings.
11. Maintains Division Emergency Preparedness supplies, trains staff, and responds to emergency situations as required.
12. Monitors and keeps informed of current trends in the building inspection and code enforcement field related to codes, methods and materials; evaluates their impact on departmental operations and recommends policy and procedural improvements.
13. Acts as Project Manager for City administered building projects.
14. Represents the Building Department in court and provides oral and written testimony in support of City enforcement actions.
15. Ensures appropriate organization and administration of Division records, documents and files.
16. May work extended hours; responds to on-call, after hours, and emergency situations in the City as required.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Uniform Building Code, Mechanical Code, Electrical Code, Plumbing Code, Municipal Code, Housing Code, Energy Code and accessibility requirements pursuant to California Title XXIV and California Energy Standards; NPDES standards and requirements; building construction methods and structural design concepts; budgetary

practices; supervisory principles and leadership techniques; emergency preparedness practices; building inspection trends, legislation, court cases and professional practices; customer service techniques.

**Ability to:**

Plan, organize and implement division goals and develop and interpret administrative standards; read and approve building plans and construction documents; understand, interpret, explain and apply federal, state and local law and regulations governing building and safety codes and enforcement services; prepare clear, concise and complete technical documents, reports and correspondence and make effective presentations; analyze and solve operational problems; manage the selection, training, evaluation and disciplining of departmental staff; exercise tact in persuading upset individuals to voluntarily comply with standards, codes and regulations; establish and maintain cooperative working relationships with staff, supervisors, management, commissions, community groups, governmental bodies, consultants, City Council members, the media, and the public. use computer hardware and word processing, spreadsheets, and permit tracking software.

**Education/Training/Experience:**

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

**Education:** Graduation from a four-year college or university with a major in engineering, architecture, or a closely related field, or equivalent training and certification.

**Experience/Training:** Eight or more years of increasingly responsible professional experience in building inspection, construction administration and related activities, including considerable supervisory and management experience; or an equivalent combination of training and experience.

**Special Requirements and Licenses:**

A valid Class C California driver's license, acceptable driving record, and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Equivalent certification as a Building Official, Plans Examiner, Combination Building Inspector, management practices, or other special training in the Building, Mechanical, Electrical and Plumbing trades through International Conference of Building Officials (ICBO) or an equivalent professional association and complete a minimum of 45 hours of continuing education for every three year period.

Ability to be on stand-by call status or work extended hours. Ability to complete appropriate certification and training in disaster preparedness and post earthquake damage assessment within 12 months of placement within the position.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate standard office equipment, gauges, tape measures, and other inspection tools; and reach with hands and arms. The employee is occasionally required to climb stairs or balance their body weight while inspecting construction areas; stoop, kneel, crouch, or crawl. The employee is frequently required to sit, talk or hear and to occasionally lift and carry records, documents, and inspection tools typically weighing less than 20 pounds. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret blueprints, documents, and other types of information; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public, including dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The employee works mostly in an office setting and occasionally in a field when conducting and overseeing inspections. Within the office, the noise level is frequently quiet. In the field, the employee is occasionally exposed to loud noise from construction machinery above 85 decibels as well as variable weather conditions. The position frequently meets with developers and contractors in the field at construction sites and meeting locations, including situations in which there may be disagreements involving the application of statutory requirements and City standards relative to inspected activities.