



JOB DESCRIPTION

JD Revision Date: January 2, 2018

<p>Title</p>	<p>Building Official</p>
<p>Reports To</p>	<p>City Manager</p>
<p>Bargaining Unit</p>	<p>Kerman Miscellaneous Employees Association (KMEA)</p>
<p>Definition</p>	<p>Under general direction, to plan, organize, supervise and review the work of professional, technical, and clerical staff engaged in the enforcement of building regulations, Able to inspect and evaluate residential, commercial, and industrial electrical, plumbing, mechanical, and building systems for compliance and conformance with applicable codes and regulations; to assist in plan checking; to provide information at the public counter; to enforce codes; and to perform related duties as required.</p>
<p>Distinguishing Characteristics</p>	<p>Exercises general to administrative supervision over professional, technical, and clerical staff. Must demonstrate commitment, dependability and respect for other employees with regular attendance, punctuality and adherence to agreed-upon schedule of availability.</p>
<p>Examples of Duties</p>	<ul style="list-style-type: none"> • Approve, reject or annotate corrections on plans in accordance with standards established by Federal, State, and local requirements. • Check design and load requirements; check critical loading points; review foundation design and specific architectural features. • Confer or correspond with architects, building owners, and contractors concerning questions involved in the enforcement process. • Make recommendations for changes in ordinances and regulations governing the inspection program. • Inspect structural, plumbing, mechanical, and electrical installations in residential, commercial, and industrial construction for compliance with the appropriate codes, and other applicable regulations and approved plans and specifications. • Prepare complaints for legal actions against violators of codes and related ordinances. • Act as technical advisor regarding enforcement and interpretation policies and specific interpretations. • Check stud, joist, and rafter spacing and other structural member factors; examine grade quality and treatment of lumber, concrete, wire, and composition. • Check installation of electrical panels, fixtures, outlets, controls, motors, and HVAC equipment; perform electrical surveys of buildings, equipment, and load. • Prepare written reports and correspondence. • Oversee proper organizational management of inspection records. • Develop, implement, and modify systems and procedures. • Coordinate Building Division activities within the Planning Department and other City departments, and with outside agencies. • Prepare and administer the department's budget. • Supervise, train, and evaluate professional, technical, and clerical personnel. • Performs other related duties as required.

Qualifications

Knowledge Of	<ul style="list-style-type: none"> • Methods, practices, materials, and safety hazards associated with construction, remodeling, and repair of building structures. • Possible defects and faults in construction and of standard testing devices and methods as well as corrective measures. • Applicable local, state, and federal building regulatory codes and standards. • Principles of supervision, training, and performance evaluation. • Principles and practices of organization, administration, budget, and human resource management. • Personal computer operation and software applications relevant to inspection and plan check functions.
Ability To	<ul style="list-style-type: none"> • Communicate clearly and concisely, orally and in writing. • Understand and interpret building plans and specifications. • Enforce ordinances and regulations firmly, tactfully, and impartially. • Select, supervise, train, and evaluate professional, technical, and clerical personnel. • Establish and maintain cooperative working relationships with staff as well as with the public. • Operate a personal computer and applicable software programs. • Within six months of hire be able to process City permits on the Springbrook system.
Education	<p>The Certification as a Building Official by California Association of Building Officials (CABO) or an International Conference of Building Officials (ICBO).</p>
Experience	<p>Ten years' experience or equivalent as an architect, engineer, inspector, contractor or superintendent of construction or any combination of these, five years of which shall have been supervisory experience.</p>

Special Qualifications

Driver's License	<p>Possession of a valid California Class C Driver License is required.</p>
Certifications	<p>Building Official Certificate by California Association of Building Officials (CABO)</p>
Physical Demands	<ul style="list-style-type: none"> • Working conditions in outside areas are subject to variations in temperature, and may include wind, rain and other elements. • Requires ability to work safely outdoors in all weather. • Stand, climb and walk for extended periods. • Work in confined spaces. • Work on slippery and uneven surfaces. • Manual dexterity sufficient to grasp, hold object with full range of motion in wrists and arms. • Hearing sufficient to understand conversations, both in person and on the telephone. • Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations. • May include lifting of objects above 50 pounds with assistance. • Ability to drive a motor vehicle.
Probationary Period	<p>Six (6) months</p>