



## **BUILDING DIVISION MANAGER/BUILDING OFFICIAL**

### **DEFINITION**

Plans, supervises, coordinates, and performs activities related to the City's building, site development and code compliance activities including inspection and enforcement of the Municipal Code, including the adopted Building Code. Reviews, issues, processes, and approves permits issued by the building division. Is the designated authority charged with the administration and enforcement of the California Building Standards Code.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the Director of Development Services. The Building Division Manager provides supervision of Building and Public Works Inspectors, Permit Technicians, and Code Compliance Officers, as well as managing consultants who perform work related to the review, approval and inspection of private development work.

### **CLASS CHARACTERISTICS**

The Building Division Manager is a division manager within Development Services and responsible for managing activities related to building and site development approvals for new development and redevelopment, including review and approval of building plans and permits, building and site work inspection and enforcement. The Building Division Manager manages subordinate staff and consultants and designs and implements programs and systems in conformance with general policy guidelines, standards, appropriate laws, codes and regulations.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides complex, technical guidance to staff and external organizations, agencies and businesses related to building construction and site development issues.
- Explains and interprets applicable codes and ordinances for contractors and the general public.
- Facilitates the resolution of development related problems by identifying the issues of concern and working collaboratively with all stakeholders.
- Represents the City in meetings with representatives of governmental agencies, architects, engineers, contractors, property and business owners and the public.
- Handles difficult inquiries, complaints, and code enforcement issues and makes final determinations in situations requiring a Building Official's opinion.
- Reviews building and site improvement plans for adequate design and compliance with the City's development conditions and Municipal Code.
- Calculates appropriate permit and development fees; approves plans and issues permits.
- Performs and supervises field inspections of all types of building site development; assures that construction conforms to approved plans and specifications.
- Conducts studies, prepares reports of findings, including recommendations and prepares updated codes for adoption.
- Makes oral and written reports to Commissions and City Council.

- Plans, organizes, assigns and coordinates field and office work related to new development and redevelopment including coordination with other City departments, outside agencies and consultants.
- Supervises, trains, mentors, develops and evaluates the performance of assigned staff.
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, checklists and budgets.
- May be called out any time of the day or night to determine safety of structures following emergencies and natural disasters.
- Performs related duties as assigned.

**In performing the duties described above, the incumbent is expected to:**

- Provide outstanding and friendly customer service.
- Create and maintain a respectful and collaborative working environment.
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible.
- Demonstrates care for the organization, customers, and coworkers.
- Performs work of the highest quality possible.
- Practice and encourage initiative and innovation to improve the workplace.

**QUALIFICATIONS**

**Knowledge of:**

- Federal, State, County, and City codes and ordinances relating to plan review and building construction and structural requirements including low impact development and water efficient landscape requirements.
- Methods, materials and techniques used in the design and construction of a variety of site development and building projects.
- Procedures and legal processing of administrative hearings; bonding securities; and insurance.
- Acceptable health, safety, and fire standards in building construction.
- Principles and techniques of building inspection, code enforcement and plan checking.
- Principles and practices of supervision, training and customer service.

**Ability to:**

- Assign, direct, plan coordinate and evaluate the work of technical staff and consultants.
- Establish goals and objectives and meet firm deadlines.
- Interpret and explain provisions of applicable standards, ordinances, codes and conditions enforced by the City.
- Handle difficult complaints and inquiries utilizing a collaborative, consensus-building, flexible and inclusive team approach.
- Apply technical knowledge to analyze conflicting information and develop solutions to problems.
- Use sound inspection methods to explain workmanship and materials, and to detect deviations from plans, specifications, and standard installation practices.
- Read and interpret plans, diagrams, and specifications in order to check for proper design, code, and ordinance compliance.
- Make complex arithmetic calculations quickly and accurately.
- Write clear and concise reports and prepare and deliver presentations.
- Learn and apply new technology.
- Establish and maintain cooperative working relationships, and provide excellent customer service.
- Comprehend and draw inferences from codes, policies, and technical literature.
- Conduct meetings using effective communication skills.
- Exercise individual and innovative judgment and make timely and difficult decisions.

**Education and Experience:**

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

Equivalent to a Bachelor's Degree in a related field; five years of work experience in a combination of building inspection, code enforcement, and plan checking of varied residential, commercial and industrial facilities, including two years in a lead or supervisory capacity; and certification as a Building Official.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License by date of appointment.
- Within one year of appointment, the incumbent shall obtain a Building Official certification by the International Code Council (ICC) or its successor agency and undergo the necessary requirements to maintain this certification throughout employment.

**PHYSICAL DEMANDS**

The work is performed both indoors in an engineering office environment and in the field at a variety of types of construction sites, including rough terrain, existing street areas and structures under construction.

The position requires sitting, standing, walking on level, rough, and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling, grasping and making repetitive hand movements in the performance of daily duties.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various construction, City, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

The position also requires dexterity in climbing up to roofs, walking on roofs, and crawling under structures, along with the necessity of near and far vision, when comparing onsite construction conformance to approved plans.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees partially work in the field and may be exposed to hot and cold temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures and City codes.

Individuals in this position work in all weather conditions including wet, hot, and cold. The nature of the work may require climbing unusual heights on ladders, being around power, noise, and vibrating tools and being around moving vehicles and heavy equipment, which subjects the employee to mechanical, electrical, and traffic hazards.

**FLSA Status:** Exempt  
**Employee Unit:** Management  
**Approved By:** Don Schwartz, Assistant City Manager  
**Date Approved:** September 27, 2021

## **The Process**

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

Bill Avery or Bill Lopez  
Avery Associates  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA 95030 E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this recruitment is Open Until Filled.

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or by email: [bill@averyassoc.net](mailto:bill@averyassoc.net) or Bill Lopez at 408.888-4099 or by email: [williaml@averyassoc.net](mailto:williaml@averyassoc.net).