



CITY OF CHINO

Building Official

Definition:

Under limited supervision, supervises building inspection, plans examination and enforcement of building and related codes; performs plan checking and inspection duties of a more difficult nature; and does related work as assigned.

Class Characteristics:

The Building Official is responsible for overseeing the Code Enforcement division, as well as supervising and coordinating the work of technical and clerical building staff.

The Building Official classification is distinguished from the Building Inspector class by its responsibility for the supervision of others and the performance of duties requiring interpretation of laws and regulations not expected of the lower classification.

Essential Functions:

- Supervise the building inspection, plans examination and enforcement of building and related codes.
- Perform the discretionary interpretation and application of building codes, related regulations, and restrictions.
- Check plans on original construction, alterations, or remodeling of existing structures for compliance with applicable building codes; recommend and establish plan check policies and procedures.
- Respond to verbal and written inquiries; provide technical assistance to subordinates, contractors, engineers, architects, and the public in regards to construction projects, code interpretations, zoning enforcement, inspection requests, and Community Development Department policies and procedures.
- Conduct research and prepare reports regarding work unit activities, selected inspections, complaints, or disputes; enforce new property owner ordinances; abate unsafe buildings.
- Assign work to technical and clerical staff; provide instructions and answer questions; coordinate the scheduling and completion of projects by determining operational priorities and resolving work load problems; may issue permits and schedule appointments.
- Inspect work for accuracy and completeness; evaluate work techniques and methods for conformance to established work standards.
- Participate in the selection of employees; assist in the planning and implementation of employee training; evaluate employee performance; initiate disciplinary action.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in engineering, construction technology, or a related field (desirable).

Experience:

- Five years increasingly responsible professional experience in building inspection, construction administration, or related activities.
- Two years of supervisory experience.

Thorough knowledge of:

- Federal and state laws, rules, regulations, policies, and procedures.
- Building tools and materials.
- Methods of building construction.
- Accepted safety methods.
- Principles and techniques of building inspection

Considerable knowledge of:

- Related laws, ordinances, rules, regulations, policies, and procedures, including handicapped access requirements and California Energy Commission Standards of Title 24.
- Principles and practices of structural and civil engineering.
- Construction methods and materials.
- Uniform building, plumbing, mechanical and national electric codes, and other related codes.
- Operations typical of a city building section.
- Methods and techniques of supervision.
- Office management.
- Municipal budgeting processes.
- Data processing systems/applications.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare, and present complex reports.
- Supervise, train, and evaluate employees.

- Communicate clearly and concisely, both orally and in writing.
- Interpret and explain building plans, blueprints, specifications, and building codes.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a Building Official certificate from the International Code Council prior to appointment, or obtain said certificate within one year of the date of appointment.
- Complete a minimum of 45 hours of continuing education for every three-year period of employment. Continuing education is defined as that education relating to the enforcement of Title 24 of the California Code of Regulations and any other locally enforced building and construction standards, including but not limited to the model uniform codes adopted by the state.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 7/1/2014

Replacing Building Official job description dated 1/30/2014

\\Ch0crfs01\hr\Job Descriptions\Current Versions\Community Development\Building Official 07012014.doc