



CITY OF CALEXICO

CLASS TITLE: BUILDING OFFICIAL

MONTHLY: \$5,960 - \$7,244

RANGE: G-42

BASIC FUNCTION:

Under direct supervision of the Development Services Director, this position oversees the day to day operation of the Development Review process including; coordinating and supervising the current building functions and building/rehabilitation inspection; provides interpretations of and recommendations for codes, plans and ordinances relating to building inspection and design review; provides assistance to the City Planner and does related work as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervises the implementation of various departmental policies programs and makes recommendations for changes.

Participates in and supervises the design review process and plan checking procedures.

Assists in the process of issuing permits relating to building, construction and alterations.

Directs and participates in the City's building/rehabilitations inspection program.

Coordinates and reviews the work plan for assigned staff; assign work activities, projects and programs; meet with staff and permit applicants to identify and resolve problems.

Makes field inspections of buildings and related structures to determine that construction, repairs and alterations are in compliance with applicable state and local codes and ordinances.

Prepare and present staff reports and other necessary correspondence.

Works in cooperation with the Planning Commission, design review committee and other governmental agencies, and community groups, as needed.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection and plan checking.

Provides sound technical and administrative policy recommendations to maintain objective interpretations of plans and proposals, designs and related projects within the City.

Consults with and advises contractors, developers and builders regarding existing laws, rules and procedures.

Reports to and advises department head of departmental progress and as conditions require.

Oversee the maintenance of records and files including those related to applications, permits, fees and correspondence related to building matters in line with the City's records retention policy.

Directs and participates in the preparation of complaints for legal action against violations of building codes as related to substandard buildings, unsightly premises and obvious health and safety hazard.

Makes recommendations to and performs Public Works inspections in cooperation with the Engineering division of Public Works.

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May perform other special projects and tasks as directed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Building construction, repair methods, alterations, and building materials; state and local building and planning codes, ordinances, rules and regulations; Proper building inspections methods.

ABILITY TO:

Understand and interpret technical building, planning and design codes, ordinances, plans and specifications;

Oversee, direct, and train subordinate staff;

Create and maintain effective relationships with contractors, general public, and city staff.

Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals;

Enforce necessary regulations with firmness and tact;

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

PHYSICAL:

Sufficient physical ability to work in an office setting and operate office equipment; sit , walk on uneven surfaces, stand and walk for extended periods, lift, climb, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires safely operating motorized vehicles.

VISION:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress, have sufficient eyesight to read plans, hard copy reports and computer images, and sufficient hand/eye coordination to perform semi-skilled repetitive movements including typing.

HEARING:

Hear in the normal audio range with or without correction at normal conversational levels in person and over the telephone.

ENVIRONMENT:

Office, field and construction site environment; travel from site to site; work at public counter; exposure to dust, noise, heat, cold, outdoors, and electrical energy.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the abilities and/or certifications would be:

College course work with emphasis in building inspection or related programs and five (5) years building inspection experience. Municipal government experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid I.C.B.O. certificate, valid California driver's license, and Continuing Education Courses as required by AB 717 to maintain a Building Official Certificate.