

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Chief Building Official	Job Family: 3
General Classification: Management	Job Grade: 43

Definition: To plan, organize, direct, and coordinate the operations and activities of the Building Inspection Division; to assume responsibility for implementing City regulations related to setting and ensuring compliance with building standards and laws applicable to plan check, permitting, inspection, and zoning enforcement; to supervise and participate in plan checking and field inspection operations; to approve plans and specifications, as necessary; to develop and provide comprehensive training programs for Building Inspection Division staff; and to function as the Chief Building Official.

Distinguishing Characteristics: Receives general direction from the Community Development Director. Exercises direct and indirect supervision over technical and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of department/division goals, objectives, policies, and procedures.
2. Oversee and review the building inspection activities associated with setting and ensuring compliance with building standards, Federal and State laws, and City zoning ordinances.
3. Direct and oversee the development of the Building Inspection Division work plan(s); may manage and participate in major project implementations; oversee work activities, projects, and programs; and review and evaluate work products, methods, and procedures.
4. Coordinate uniform enforcement and inspection methodologies with Building Inspectors; provide training on technical code-related topics and operational processes and procedures related to the City's development review process.
5. Establish and maintain liaison with appropriate government bodies, private firms, organizations, or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.

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6. Perform complex inspections and plan checks as needed; oversee inspections, plan checks, and decisions made by subordinates; and resolve building inspection-related problems, as necessary.
7. Develop, interpret, and enforce the appropriate application of policies, codes, and operational procedures related to the public, contractors, developers, and the business community.
8. Prepare complex reports, letters, and correspondence.
9. Make presentations to the City Council, commissions/committees, and other groups and explain Building Inspection Division policies to the public, developers, and builders.
10. Advise the City Council, City Manager, Community Development Director, and department heads and staff on building inspection-related activities.
11. Ensure that close coordination is maintained between City departments and divisions for the plan check, inspection, maintenance, and compliance functions.
12. Participate in recommending the appointment of Building Inspection Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures; recommend employee terminations; and evaluate staff.
13. Prepare the building services operational budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and administer the approved budget.
14. Review and direct resolution of public complaints and concerns.
15. Manage and coordinate the City's E-permit system.
16. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles, practices, and methods associated with developing building standards, plan check, building inspection, and code enforcement programs; engineering principles, concepts, and procedures as applied to building inspection; pertinent local, State, and Federal laws, codes, and regulations;

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construction methods and materials; budget preparation and administration; principles of supervision, training, and evaluation; and public contact and communication skills.

Ability to: Read, understand, and interpret construction blueprints, plans, and specifications; inspect and analyze standard building construction and identify code violations; solve complex building inspection and code-related problems; interpret and explain division policies and procedures; prepare and administer an operations budget; work effectively with builders, contractors, and the general public; plan, organize, direct, establish, and maintain cooperative relations with City staff and public and private organizations; resolve conflicts, as necessary; supervise, train, and evaluate assigned staff; explain City practices and objectives to appropriate public and private agencies, organizations, and individuals; prepare analytical reports of a budgetary, technical, and evaluative nature; establish and maintain information systems needed for control of work quality and quantity; conduct comprehensive engineering analyses of building problems; analyze complex data and make decisions accordingly; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of progressively responsible experience in plan check and building inspection duties, including one year of supervisory or management experience. Possession of a bachelor's degree from an accredited college or university with major course work in construction management, architecture, civil or structural engineering, public administration, building administration, or a closely related field.

Required Licenses or Certificates: Possession of a valid Class C California Driver License. ICC certification as a plan checker, building official, or combination inspector is highly desirable. Possession of an architect license or registered as a professional civil or structural engineer in the State of California is desirable.

Established: August 2007

Revised: February 2021

HRD/CLASS SPECS
Chief Building Official