CITY OF LOS BANOS
Job Description

POSITION TITLE	BUILDING OFFICIAL
DEPARTMENT	COMMUNITY & ECONOMIC DEVELOPMENT
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize, manage, and direct the daily operations of the Building Division, including plan check, field inspection, permit issuance, and building code enforcement; serve as the designated Building Official pursuant to applicable laws and regulations responsible for enforcement of federal, state, and local building codes and standards; and to provide highly complex staff assistance to the Community and Economic Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community and Economic Development Director. Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Reliable and dependable attendance and punctuality.
- Plans, organizes, manages, and directs the daily operations of the Building Division, including plan check, field inspection, permit issuance, and building code enforcement. Serve as the designated authority of Building Official as defined by applicable federal, state, and local laws and regulations, including enforcement of Title 24 California Building Standards, Residential, Electrical, Mechanical, Plumbing, Energy, and Green Building Codes.
- Serve as the City's final administrative authority regarding interpretation and application of adopted building codes where authorized by law.
- Develop and implement division goals, objectives, methods, policies, procedures, establish performance standards, and service delivery measures.
- Establish and monitor key performance indicators related to permit processing, plan checks, inspections, and customer service.
- Conduct and oversee inspections of residential, commercial, and industrial construction projects, verify compliance with approved plans, building codes, accessibility requirements, energy standards, safety regulations, and related laws.
- Enforce adopted building, plumbing, electrical, mechanical, energy, accessibility, green building, and related codes and regulations.
- Review, interpret, and approve building permit applications, construction plans, specifications, calculations, and related documents in compliance with applicable laws, regulations, and adopted codes.
- Manage and coordinate contract plan review and inspection services.

- Oversee and ensure consistency in plan review and inspection activities.
- Issues and oversees the issuance of permits, certificates of occupancy, notices, stop-work orders, and other official building documents and instruments.
- Interpret building codes, regulations, policies, and procedures for staff, contractors, architects, engineers, developers, property owners, and the public.
- Review and approve alternate materials, methods of construction, and proposed code modification requests consistent with adopted codes.
- Participate in development review teams, pre-application meetings, and interdepartmental project review processes.
- Coordinate Building Division activities with Planning, Engineering, Fire, Police, Public Works, and outside regulatory agencies.
- Oversee implementation, maintenance, and enhancement of electronic permitting, inspection, and records management systems.
- Analyze permit activity, workload trends, and operational data and recommend service improvements.
- Select, supervise, assign, train, develop, evaluate, and mentor assigned personnel in accordance with City policies.
- Prepare and administer the Building Division budget, assist with forecasting, and monitor expenditures.
- Stays abreast of development and construction trends to assist in forecasting building revenues for the operating budget; recommends changes in fee schedules based on forecasted building activity revenues and anticipated program costs
- Investigate and resolve escalated conflicts regarding code interpretations, plan check corrections, or field inspection disputes between staff and architects, engineers, or developers.
- Confers with owners, inspectors, and attorneys regarding difficult or complex code enforcement and compliance issues; coordinates with appropriate City Departments and outside agencies; and refers violations to the City Attorney's Office to initiate legal proceedings for compliance.
- Stay informed regarding changes in building regulations, legislation, industry standards, trends, and emerging technologies.
- Prepare technical reports, correspondence, staff reports, agenda items, presentations, resolutions, and policy recommendations for City management, boards, commissions, and the City Council; provide technical and administrative support to the Community and Economic Development Director
- Represent the City before professional organizations, regulatory agencies, community groups, the public, and other stakeholders.
- Participate in emergency preparedness, disaster response, post-disaster damage assessment, and recovery operations as assigned.
- Build and maintain positive working relationships with City staff, elected officials, contractors, developers, business representatives, public agencies, and the public.
- Perform other related duties as assigned.

Knowledge of:

- Principles, practices, and administration of municipal building division operations.
- International Codes and California Building Standards Codes (Title 24) as amended by the California Building Standards Commission.
- Building construction methods, materials, systems, techniques, and safety practices.
- Principles of structural design, engineering mathematics, and architectural plan review and inspection.
- Applicable federal, state, and local laws, regulations, ordinances, and policies related to building construction and code administration.
- Organizational and management practices as applied to the analysis and evaluation of Building Division programs, policies and operational needs.
- Modern and complex principles and practices of building inspection and plans examining program development and administration. Principles of supervision, employee development, leadership, motivation, and performance management.
- Principles and practices of program and budget development, resource management; performance measurement, and program evaluation methods.
- Data collection, electronic permitting systems, digital records management systems, and plan review software.
- Principles of customer service, conflict resolution, and public relations.

Skill to:

- Review complex construction plans and specifications and make sound technical determinations
- Analyze complex technical, operational, and regulatory issues and develop practical solutions.
- Interpret, apply, and enforce complex building codes, regulations, and policies
- Perform intensive research and analysis, interpret, summarize data in an effective and useful manner.
- Utilize permitting, records management, and office software applications.
- Organize, prioritize and follow-up on work assignments.
- Prepare clear and concise reports, recommendations, and correspondence.
- Operate modern office equipment, Application software related to communications.

Ability to:

- Effectively direct, supervise, motivate, develop, and evaluate staff.
- Lead organizational change and continuous improvement initiatives.
- Exercise sound judgment and make independent decisions within established authority.
- Communicate technical and regulatory information clearly and effectively both verbally and in writing.

- Present recommendations and technical information to City management, commissions, the public, and the City Council.
- Resolve conflicts and difficult situations using professionalism, diplomacy, and sound judgment.
- Develop and implement operational procedures and service improvements.
- Manage multiple projects, priorities, and deadlines simultaneously.
- Establish and maintain effective working relationships with elected officials, developers, consultants, contractors, employees, public agencies, and the public.
- Understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS

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

Training:

Equivalent to an associate's degree with major coursework in Construction Technology, Structural, Mechanical or Civil Engineering, Architecture or related field.

Experience:

Five (5) years of progressively responsible experience in building inspection, plan review, construction management, code enforcement, or building code administration, including. extensive knowledge of California Title 24 Building Standards, with at least three (3) years of supervisory or management experience.

Licenses and Certifications:

- Possession and maintenance of a valid California Class C Driver License.
- Possess Certification as a Building Official from the International Code Council (ICC).
- Possess ICC Plans Examiner Certification, or ability to obtain within two years of employment.

Desired Qualifications:

- Bachelor's Degree from an accredited college or university in Construction Technology or Management, Architecture, Engineering, Building Inspection Technology, Business Administration, Public Administration, or a related field.
- ICC Combination Inspector Certification.
- ICC Certified Building Official Master Code Professional designation.
- Certified Access Specialist (CAS) certification.
- Experience managing building services within a municipal or public-sector environment.
- Experience implementing electronic permitting or digital plan review systems.

ADDITIONAL INFORMATION

Physical Requirements:

On a continuous basis, sit, stand, walk, bend, squat, crouch, crawl, climb, kneel, or twist to work in a standard office setting, to conduct inspections, or reach equipment or when in the field; perform simple and power grasping and fine manipulation to operate a keyboard, office equipment, to speak, write, see and hear with sufficient acuity to perform essential job functions; lift and carry supplies and equipment weighing up to 25 pounds. Mental strength and resilience to manage emotions to navigate challenges, stressors, and pressure associated with the work. Ability to travel to various municipal sites or emergency scenes.

Working Environment

While the primary workspace is a climate-controlled office, the incumbent frequently operates in the field at outdoor settings, construction zones, requiring a high degree of adaptability to outdoor elements, including exposure to extreme heat, cold, and inclement weather. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The work requires a flexible schedule that may include frequent evenings, weekends, and holiday hours, and be available on an on-call basis.