

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Building Official***

***Pay Class: Contract***

***FLSA Exempt***

### **DEFINITION**

Under the general direction of the City Manager, plans, directs and reviews the operations and services of the Building Division; supervises and participates in the work of building inspections, permit processing and code enforcement related to general building and development, substandard housing, land use, plans, specifications and compliance; ensures codes are properly enforced with uniformity, equity and safety; provides interpretation, decisions and enforcement on applicable laws, regulations, codes and ordinances; monitors plan check flow; computes service fees; coordinates activities with other City officials, outside agencies and organizations; and performs other duties as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Reviews plans and specifications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable laws, regulations, codes and ordinances; issues building, plumbing and electrical permits; inspects sites and buildings before construction or alteration and during construction to determine practicality of plans and to ensure compliance with 2007 California Building Standards Code found in the California Code of Regulations, Title 24 which includes the: 2007 California Building Code based on the 2006 International Building Code, 2007 California Electrical Code based on the 2005 National Electrical Code, 2007 California Plumbing Code based on the 2006 Uniform Plumbing Code, 2007 California Mechanical Code based on the 2006 Uniform Mechanical Code, 2007 California Fire Code based on the 2006 International Fire Code, 2007 California Energy Code based on the 2005 California Energy Standards and City of Coalinga municipal codes to ensure the health, safety and welfare of the public; issues certificates of occupancy.
- Enforces the provisions of the California Building Code; renders interpretations that are in compliance with the intent and purpose of the code; and adopts polices and procedures in order to clarify the application of its provisions.
- Receives applications, reviews construction documents and issues permits for the erection, and alteration, demolition and moving of buildings and structures; inspects the premises for which such permits have been issued and enforces compliance with the provisions of applicable laws, regulations, codes and ordinances.

- Issues' building permits and investigates code violations; issues stop work orders and citations where voluntary compliance with zoning and land use ordinances is not forthcoming.
- Makes all required inspections, or accepts written and certified reports of inspections by approved agencies or individuals.
- Engages expert opinions as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the City Manager.
- Presents proper credentials and requests entry into structures or premises at reasonable times to make inspections where a condition exists that makes the structure or premise unsafe, dangerous or hazardous; or secures entry by remedies provided by law if access is refused.
- Maintains official records of applications received, permits and certificates issued, fees collected, reports of inspections and notices and orders issued.
- Approves materials, equipment and devises to be for used for construction and installation.
- Grants modifications for individual cases provided the special reason is in compliance with the intent and purposes of applicable laws, regulations, codes and ordinances; maintains records of the details of action granting modifications.
- Approves alternative materials, design and methods of construction and equipment when the proposed design complies with the intent of the provisions of applicable laws, regulations, codes and ordinances or requires tests by an approved agency as evidence of compliance; retains reports of all such tests.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates procedures for improving organizational performance; ensures that goals are achieved.
- Coordinates the selection, orientation and evaluation programs for assigned personnel; provides staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; and fulfills discipline procedures.
- Participates in the development of the annual budget; forecasts necessary funds for staffing, materials, services and supplies; monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares reports and presentations on current building issues for the City Council, City Manager, Planning Commission, community groups and regulatory agencies; maintains statistics and reports on construction activity.
- Keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to inquiries; provides information and resolves service issues; represents the Division with other City departments, governmental agencies, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, governmental agencies, City management and staff, and the public.

- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** A Bachelor's degree in engineering, architecture or a related field.

**Experience:** Five (5) years of increasingly responsible experience as a Building Inspector, including three years at a supervisory level. Additional supervisory level building inspector experience may be used on a year-for year substitution for education; prior experience in municipal government is highly desirable.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Certification:** Possession of an International Code Counsel (ICC) Combination Building Inspection certificate, and will within one year become certified as a Building Official by the International Code Counsel (ICC).

**Other:** Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

**Knowledge of:** Principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; federal, state and local laws, regulations, codes and ordinances related to building construction and zoning; modern office practices, methods and equipment, including a computer and applicable software; characteristics and use of standard equipment used in building inspection and the building trades; occupational hazards and standard safety procedures.

**Skill and Ability to:** Plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; read and interpret complex plans and specifications; analyze complex building inspection and code enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to operating procedures as necessary to improve organizational effectiveness; interpret and apply applicable laws, codes and regulations; maintain I.C.B.O. certification through continuing education programs; communicate clearly and concisely, both orally and in writing; deal effectively using tact and courtesy with groups or individuals involved in the building industry and the general public; establish and maintain

effective working relationships with supervisors, peers and subordinates.

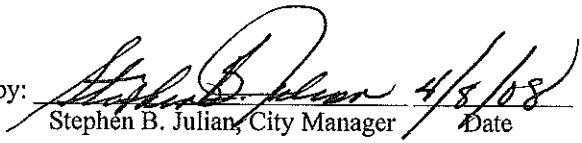
**ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

**PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while in the field. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by:  4/8/08  
Stephen B. Julian, City Manager Date