

## CITY OF TAFT

**CLASS TITLE: BUILDING OFFICIAL**

**Salary Range 50.4**  
\$2197-\$2670 Bi-Weekly

### **BASIC FUNCTION:**

Under direction of and reporting directly to the Director of Planning and Development this classification is responsible to plan, organize and direct operations and activities related to the processing, and issuing of building permits and review, inspection and evaluation of construction plans and sites to assure compliance with established requirements, laws, codes, ordinances, regulations, policies and procedures. This position also performs a variety of municipal code enforcement duties to assure compliance with local codes and laws regulating land use, construction, business licenses, building permits, zoning and housing; and is responsible to administer the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy; and to perform a variety of other duties as assigned.

### **REPORTS TO:**

Director of Planning and Development Services

### **SUPERVISES:**

May provide oversight and/or lead direction to clerical or para-professional classifications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties include but are not limited to the following:

- Responsible for performing a variety of duties related to building inspection, health and safety code enforcement, plan checking and permit issuance; and ensuring compliance with local ordinances such as sprinkling, nuisance, clearing, grading and zoning.
- Perform inspections of residential and commercial construction or remodeling work and enforce building, zoning, mechanical, plumbing, electrical, and related codes and regulations.
- Perform a variety of municipal code enforcement duties to assure compliance with local codes and laws regulating land use, construction, business licenses, building permits, zoning and housing.
- Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.
- Calculates building permit fees, costs, for commercial and residential construction sites.
- Conducts plan check to ensure that plans, structural calculations, and specifications comply with building codes and regulations.
- Issues occupancy permits and approves final inspection certifications.
- Personally perform and coordinate the operation of the computerized permit tracking system and related data input functions.

- Identify, coordinate and assure proper and timely response to inspection issues, disputes and public complaints.
- Collaborate with code enforcement personnel and others in the resolution of code violations.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to inspections, plans, permits, construction, and assigned duties
- Prepare and distribute correspondence and informational materials.
- Perform general City and Zoning Code enforcement activities in the field.
- Serve as a departmental representative at public hearings and committees as directed.
- Drive a vehicle to conduct work.
- Attend and conduct a variety of meetings as assigned.
- Reviews detailed reports on building conditions and violations and issues notices and citations.
- Advises property owners and contractors on plans, construction and repair methods and materials and may approve alternative materials, designs and methods.
- Intervenes in disputes and makes final and authoritative decisions concerning interpretation and application of code sections and ordinances.
- Reviews and investigates complaints concerning new construction and tenant improvement construction.
- Performs investigations of substandard dwellings, red tags them if necessary.
- Assists in the preparation of cases for legal action arising out of inspections and investigations.
- Establishes and maintains a close working relationship with departments and agencies with jurisdiction over various codes and regulations being enforced e.g. County Health Department, County Fire Department, Planning, Police and Public Works Departments.
- Assists in preparing plans, specifications and cost estimates for the construction of streets, curbs, and gutters, storm drains, and water and sewer lines etc.
- Calculates building permit fees, costs, for commercial and residential construction sites.
- Oversees the maintenance of records and files of permits and inspections.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Legal procedures involved in enforcing building and code enforcement regulations
- Principles and practices involved in construction, code enforcement and building inspection.
- General building, concrete, plumbing, mechanical and electrical installation practices and methods.
- Applicable building codes and zoning ordinances and their application to the various construction trades.
- Safety and fire prevention methods in construction.
- Principles, practices, and techniques of construction inspection.
- Correct use of oral and written English, and proper spelling, punctuation, and composition.

**Skilled in:**

- Reading, interpreting and enforcing complex codes and regulations.
- Reading and interpreting blueprints, plans, and specifications.
- Organizing and maintaining accurate records and files.
- Organizing and prioritizing assigned work.
- Compiling and preparing clear and concise reports.
- Establishing and maintaining effective working relationships.
- Communicating tactfully and effectively.
- Using initiative and making sound and independent judgments

**Ability to:**

- Enforce ordinances, codes and regulations in a self-confident but courteous manner with a demanding public.
- Interact with officials and the public and effectively deal with dissatisfied or difficult individuals.
- Operate a PC and related software and learn and utilize new technology.
- Organize, direct, coordinate, and personally perform the plan checking and inspections.
- Maintain effective, cooperative working relationships.
- Prepare clear and concise reports, correspondence, and other written materials.
- Communicate effectively verbally and in writing.
- Read, understand, and apply established City policies, procedures, practices, and regulations.
- Understand and explain provisions of applicable state, federal, county and City construction related codes and regulations.
- Use analytical and research skills to independently pursue solutions to complex code or construction related questions.
- Possess strong organizational and time-management skills to prioritize projects and meet deadlines.
- Give and follow oral and written instructions.
- Establish and maintain accurate records.
- Physically be present at the worksite to ensure City's requirements are being met.
- Make rapid and sound independent judgments.

**MINIMUM QUALIFICATIONS:**

**EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:*

- Equivalent to graduation from High School.
- Must possess and maintain Certification as a Building Inspector from the International Code Council (I.C.C). Additional Certifications in Plumbing, Electrical, Mechanical and Plans Examiner or as a Building Official by the I.C.C. are highly desired.
- Four (4) years of experience in the building trades with three (3) years of experience in building or construction inspection, plan checking, and/or code enforcement.
- Possess and maintain a valid California Driver License.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Drive an automobile. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee walks over uneven ground, climbs stairs, ladders and/or scaffolding; works at heights, stoops, bends, kneels, and works in confined places. Specific vision abilities required by this job include close vision, and ability to adjust focus.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly works in indoor and outdoor conditions and/or extreme heat and cold. The noise level in the work environment is usually minimal in the office setting and usually moderate to occasionally extreme on job sites.