

CLASS CODE:
CITY OF ANAHEIM:
CLASS SPECIFICATION:

I. CLASS TITLE: BUILDING OPERATIONS MANAGER

II. DEPARTMENT/CONTROL CENTER: Planning/Building

III. DEFINITION

To supervise and coordinate plan checking, building inspection and general office functions that will ensure adherence to building codes and regulations; to oversee the provision of efficient and effective customer services; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Building Official.

IV. SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Building Official.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS--*Responsibilities and duties may include, but are not limited to, the following:*

Coordinate the organization, staffing and operational activities for plan checking, building inspection and general office functions; ensure adherence to building codes and regulations; oversee the provision of efficient and effective customer services.

Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

Direct, coordinate and review the work plan for assigned plan checking and building inspection services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Supervise the organization, staffing and operational activities of building inspection services including structural, electrical, plumbing and mechanical field inspections.

Oversee customer service procedures, permit issuance processes, plan check procedures and various inspection programs; respond to public complaints and requests for construction and inspection.

Select, train, motivate and evaluate building inspection and plan check personnel; provide or coordinate staff training; work with

employees to correct deficiencies; implement discipline and termination procedures.

Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Provide staff assistance to the Building Official; serve as the division manager in the absence of same.

Participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.

Coordinate plan check and building inspection activities with those of other divisions and outside agencies and organizations.

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

Perform related duties and responsibilities as required.

VI. QUALIFICATIONS:

Knowledge of: Operational characteristics, services and activities of a building inspection and plan checking program. Safety standards and methods of building construction. Methods and techniques of code enforcement and administration. Modern and complex principles and practices of general construction and plan checking including residential, commercial and industrial construction. Building construction materials and methods used at all stages of construction. Principles of municipal budget preparation and control. Principles of supervision, training and performance evaluation. Pertinent Federal, State and local laws, codes and regulations including the Uniform Building, Plumbing, Mechanical, Electrical and Fire codes.

Ability to: Supervise, direct and coordinate the work of lower level staff. Select, supervise, train and evaluate staff. Read and interpret complex building plans, specifications and codes. Make arithmetic computations rapidly and accurately. Interpret and explain City building inspection and plan check policies and procedures. Prepare clear and concise reports. Serve as the division manager in the absence of same. Respond to requests and inquiries from the general public. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

VII. Experience and Training Guidelines

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

Experience: Extensive responsible building inspection experience including the supervision of technical and clerical employees.

License or Certificate: Possession of registration as a Certified Combination Building Inspector is desirable.

Possession of registration as a Certified Plans Examiner is desirable.

Possession of certification as a Building Official is desirable.

Possession of, an appropriate, valid driver's license.

VIII. WORKING CONDITIONS

Environmental Conditions: Office and occasional field environment to conduct inspections.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

IX. FLSA DESIGNATION: Executive Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 3/87 - V. Kilmurray
Revised 9/89 - Ralph Andersen & Associates
New Concept 6/94 - C Harris
Revised 5/99 - Ralph Andersen & Associates
Former Class: Building Field Operations Supervisor
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