

CLASS CODE: N13  
CITY OF ANAHEIM:  
CLASS SPECIFICATION:

- I. CLASS TITLE: BUILDING OFFICIAL
- II. DEPARTMENT/CONTROL CENTER: Planning/building Administration
- III. DEFINITION:

To direct, manage, supervise and coordinate the activities and operations of the Building Division within the Planning Department including field inspection services, plan check services and special projects; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Planning Director.

- IV. SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Planning Director.

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:*

Assume management responsibility for assigned services and activities of the Building Division including field inspection services, plan check services and special projects.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for building division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Review proposed State and Federal legislation related to the building inspection field; recommend the City's position on legislation; revise the City's building ordinance to conform to State requirements; develop and recommend code additions.

Ensure City building criteria are met; develop and maintain standards for construction methods and materials; oversee the inspection of all public and private buildings for compliance with the Uniform Building Code.

Select, train, motivate and evaluate building division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the Building Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Planning Director.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to building division programs, policies and procedures as appropriate.

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

Respond to and resolve difficult and sensitive citizen inquiries and complaints; provide information on building regulations, construction techniques and materials.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Knowledge of: Operational characteristics, services and activities of a building inspection and plan checking program. Principles and practices of general construction and plan checking including residential, commercial and industrial construction. Principles and practices of program development and administration. Safety standards and methods of building construction. Methods and techniques of code enforcement and administration. Principles and practices of municipal budget preparation and administration. 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: Oversee and participate in the management of a comprehensive building inspection and plan checking program. Oversee, direct and coordinate the work of lower level staff. Select, supervise, train and evaluate staff. Participate in the development and administration of division goals, objectives and procedures. Prepare and administer large program budgets. Prepare clear and concise administrative and financial reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze and evaluate new service delivery methods and techniques. Review proposed State and Federal legislation and recommend the City's position. Interpret and apply Federal, State and local policies, laws and regulations. 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 and responsible experience in management and supervision. Responsible experience in the management of a building inspection, plan checking or related program within a planning and/or construction environment including supervision and development of supervisory, professional and technical employees.

License and/or Certification Required: Possession of registration as a Certified Building Official. Possession of, an appropriate, valid driver's license.

VIII. WORKING CONDITIONS

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

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

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 9/83 - Sibson  
Revised 9/89 - Ralph Andersen & Associates  
Revised 7/93 - P. Saldivar  
Revised 5/99 - Ralph Andersen & Associates  
Former Class: Building Division Manager  
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