Bargaining Unit:

FLSA:
Position Number:

MM Exempt 1183

ASSISTANT CHIEF BUILDING OFFICIAL

DEFINITION

Under general supervision, to plan, organize, supervise, and coordinate the receiving of plans and the plan review process; schedule time frames for plan review, and review revised plans; including technical and specialized work in the fields of building inspection, fire safety and prevention inspections, nuisance and weed abatement, engineering and code enforcement, to train, supervise and evaluate the work of subordinate staff; to provide consultation to the Chief Building Official for building ordinance revision and development; develop policies and procedures for the submittal, review and issuance of building permits, building and fire inspections, to answer inquiries regarding Code interpretation and structural requirements; to provide field consultation with inspectors, contractors, architects, engineers and the public; to assist in development of training programs concerning Building Code changes, interpretations, and applications for architects, engineers, contractors, and the public; and to do related work as required. In absence of the Building Official, the Assistant Chief Building Official, with all rights, shall act on his behalf.

DISTINGUISHING CHARACTERISTICS

This is a single position classification. Incumbent provides direction and supervision for the City's plan review, building inspection, building permit application and issuance personnel.

REPORTS TO

Chief Building Official/Director of Development Services

CLASSIFICATIONS SUPERVISED

Staff assigned to the Inspection Services Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Assists with planning, organizing, directing, and management of the City's building and fire inspections, plan checking, and code enforcement functions; has responsibility for zoning enforcement; supervises, trains, and evaluates assigned staff; assists with the development of the unit budget and control of expenditures; provides input in the development and revision of City building and zoning ordinances; assists with the development of and may recommend changes in fee schedules; may serve on special committees and task forces; oversees the development and maintenance of building inspection records; may perform the most complex and sensitive building inspection, plan checking, and zoning enforcement functions; provides consultation and assists staff with work problems and assignments; approves the issuance of building permits; provides advice and consultations to the public, contractors, architects, and engineers; interprets and adapts model ordinances and codes to meet the needs of the City; may represent the City Building Inspection and Zoning Enforcement functions and policies with governing boards, community organizations, other government agencies, and the general public. Opens and maintains good working relationships with interdepartmental staff.

ASSISTANT CHIEF BUILDING OFFICIAL - 2

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX machine; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed alone in unusual locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Practices, tools, equipment, and materials used in the general construction trades.

Accepted safety standards and methods of building construction.

Qualities of various construction materials.

Building codes and ordinances enforceable by the City.

Principles of mathematics related to the building trades.

Inspection methods and procedures.

City code enforcement and zoning policies.

Plan checking and review.

Budget development and control.

Project planning, development, coordination, and administration.

Principles of management, supervision, training, and employee evaluation.

Ability to:

Plan, organize, manage, and direct City building inspection, plan checking, zoning, and code enforcement functions.

Provide supervision, training, and work evaluation for assigned staff.

Perform the most complex inspection, plan checking and review, and code enforcement assignments.

Use and apply a wide scope of inspection methods and techniques.

Detect deviations from laws, regulations, and standard construction practices.

Read, interpret, and explain building plans, specifications, and codes.

Apply technical knowledge of building trades work.

Make mathematical calculations quickly and accurately.

Communicate effectively both orally and in writing.

Provide advice on acceptable construction methods and practices.

Enforce regulations with firmness and tact.

Prepare clear and concise reports.

ASSISTANT CHIEF BUILDING OFFICIAL - 3

DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Represent the City Building Inspection and Zoning Enforcement functions with governing boards, community organizations, other government agencies, and the public.

Establish and maintain cooperative working relationships.

Training and Experience:

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

Education, Experience and Special Requirements: Completion of a Bachelors Degree, major course work in architecture, engineering or related courses with 2 years experience as a Building Inspector equivalent to an Building Inspector III, Fire Inspector II or Plans examiner II position within a jurisdiction, or Associates degrees in fire or building technology-related course work and 3 years experience as a Building inspector III, Fire Inspector II or Plans examiner II. Must have or be able to obtain a Certified Building Official and Plans Examiner certification within one year.

Highly desirable; ICC Combination Inspector, California State Board of Fire services fire prevention 1A, 1C, 1B, 2A, 2B, 2C, 3A and 3B.

Special Requirements:

Possession of certification, training, and education pursuant to Chapter 7, Part 2.5 of Division 13 of the California Health and Safety Code.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by the City Manager.

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