

CHIEF BUILDING/CONSTRUCTION PROJECT OFFICIAL

DEFINITION

Under general direction, to plan, organize, direct, and coordinate the building inspection and building code enforcement, and zoning enforcement functions of the City; to train, supervise, and evaluate the work of subordinate staff; to provide consultation for building ordinance revision and development; to perform the most complex and sensitive inspection, plan review, and code enforcement work; to approve building permits; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for the top-level management position which provides direction and supervision for the City's building and zoning inspection, plan checking, and code enforcement functions.

REPORTS TO

City Manager, through the 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.)*

Plans, organizes, directs, and manages the City's building inspection, plan checking, and code enforcement functions; has responsibility for zoning enforcement; supervises, trains, and evaluates assigned staff; develops a unit budget and controls expenditures; provides major input in the development and revision of City building and zoning ordinances; develops and recommends changes in fee schedules; serves 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, plan review for fire prevention, fire inspection for new business, and zoning enforcement functions; provides consultation and assists staff with work problems and assignments; approves the issue 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; serves as Project Coordinator for Capital Building Projects; represents the city building inspection and zoning enforcement functions and policies with governing boards, community organizations, other government agencies, and the general public.

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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.
- Coordinate and oversee the construction of Capital Building Projects.
- 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.

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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:

Completion of a Bachelor's degree in engineering, architecture, or a related field, and five years of responsible building inspection and code enforcement experience, including experience in an administrative or supervisory capacity.

Special Requirements:

Possession of an appropriate California Driver's License.

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.

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APPROVED _____

Chairperson, Personnel Board



DATE

6/11/07