



ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR - BUILDING OFFICIAL

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under direction, the Assistant Community Development Director – Building Official is responsible to direct, plan, organize, oversee and review the work of professional and technical staff performing duties related to all programs and activities of the Building Services Division. This position administers building code activities; manages the effective use of the City’s permit processing, plans examination, and building inspection and provides highly responsible and complex staff assistance to the Community Development Director.

Classification Characteristics:

This position exercises direct and indirect supervision over professional and technical staff.

Essential Functions:

- Plan, organize, perform and coordinate the operations and activities of staff responsible for building inspection, plan checking, and permit processing; direct, coordinate, review and participate in the work of professional and technical employees to ensure that building codes are properly enforced with uniformity, equity, and safety; provide interpretation and decisions on applicable codes, rules, regulations and technical problems; monitor plan check flow; coordinate activities with other City departments, outside agencies, and organizations.
- Provide management oversight of work performed by professional and consultant staff to insure coordination and compliance with City and other mandated rules, regulations, policies, and procedures; ensure timely preparation and submittal of documents.
- Perform the most complex and difficult work of staff responsible for providing building and safety services to the City; administer, interpret, and enforce provisions of the building code and other municipal regulations.
- Participate in the development and implementation of the Community Development Department goals, objectives, policies, and procedures for assigned area; evaluate the operations and activities of the Department.
- Oversee the preparation of request for proposals for contract services, detailed data for contract administration, the compiling of specifications and cost estimates; work with private contractors, engineers, architects, and staff on construction contract procedures; ensure compliance with procedures and labor regulations.
- Serve as liaison for the Community Development Department to other City departments, government agencies, community members, and business representatives to analyze community development needs and policies; develop and recommend program and policy changes.

- Provide technical assistance and information to other City departments and a variety of boards, commissions, and committees; attend City Council, Planning Commission, and other committee meetings as required.
- Conduct a variety of studies and investigations; recommend modifications to programs, policies, and procedures as appropriate; prepare timely, complete and accurate written technical and statistic reports and correspondence.
- Administer contract audits for infrastructure constructed by developers pursuant to reimbursement agreements, verify construction quantities, costs, and contractual compliance.
- Participate in the preparation of the annual operating budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments; and assist with financial projections.
- Participate in the development of a long-range Capital Improvement Plan by making recommendations for infrastructure needs, timing, and estimated costs.
- Participate in the annual review of Development Impact Fee programs; develop and recommend changes.
- Select, train, motivate, and evaluate Building Services personnel; work with employees to correct deficiencies; implement discipline and termination procedures; exemplify and foster an enthusiastic, resourceful, and effective service attitude with the public.
- Encourage and foster cooperative working relations within the Development Services Division as well as with other divisions and departments to ensure the quality and timeliness of services delivered.
- Attend and participate in professional group meetings; stay abreast of new legislation and court rulings pertaining to municipal government; research emerging trends, innovations, products and enhancements and their applicability to City needs.
- Effectively respond to difficult and sensitive citizen, developer, and contractor inquiries and complaints.
- Serve as Acting Community Development Director as assigned.

Qualifications:

Knowledge of:

- Uniform Building Code, Uniform Mechanical Code, National Electrical Code, Uniform Plumbing Code, Chino Hills Municipal Code, accessibility requirements pursuant to Title 24 and the Americans with Disabilities Act and California Energy Standards.
- Principles and practices of structural design, engineering mathematics and building inspection.
- Principles and practices of municipal budget preparation.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of effective public speaking.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Manage, direct, and coordinate the work of professional and technical staff.
- Select, supervise, train, and evaluate staff.

- Oversee and direct the operations, services, and activities of Building Services staff.
- Develop and administer goals, objectives, and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, make critical decisions and implement recommendations in support of goals.
- Deal constructively with conflict and develop effective resolutions.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply related Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *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:

Five years of increasingly responsible experience in plan check and inspection of public, commercial, industrial and residential buildings that includes two years in a supervisory and administrative capacity.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil or structural engineering, architecture, or a related field.

License or Certificate:

- Possession of a California Class C Driver's License.
- Possession of a Building Official Certificate the International Code Council (ICC).

Working Conditions:

Work in office and field environments including sustained posture in a seated position for prolonged periods of time; standing and moving around work area; some stooping, lifting and inspecting. May be exposed to inclement weather conditions. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work, plans examining and field inspection. The need to lift and carry up to 25 pounds is required.