CITY OF FOLSOM

CHIEF BUILDING OFFICIAL

DEFINITION
Under general direction, direct and coordinate the activities of the building and inspection, and the Code Enforcement and Plan Check divisions.

SUPERVISION EXERCISED:
Exercise direct and indirect supervision over lower level managerial, professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Establish schedules and methods for building and construction inspections and plan checks.
- Review plans and specifications for proposed construction projects.
- Review the work of building inspection staff; assist in difficult inspection problems and code interpretations.
- Conduct safety inspections on buildings and determine extent of damage, safety factors, and necessary permits required for building; prepare and file reports.
- Coordinate building inspection activities with other city departments, divisions, and outside agencies.
- Recommend action on proposals for legislation concerning building, zoning, and related codes.
- Respond to code enforcement complaints.
- Research new and revised construction methods and materials.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities.
- Plans, prioritize, assign, supervise, and review the work of staff involved in building inspections, construction inspection, code enforcement, and plan checks.
- Implement policies and procedures.
- Recommend and assist in the implementation of goals and objectives
- Analyze and prepare reports.
- Prepare budget cost estimates and assist in budget administration.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge:

- Types of building construction, materials, and methods and all stages of construction.
- Modern and complex principles and techniques of building construction and inspection work.
- Modern and complex principles of structural design and engineering mathematics.
- Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Building related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical codes.
- Research methods and sources of information related to building code enforcement, pertinent federal, state, and local laws, codes, and regulations.
- Principles of supervision, training, and performance evaluation.
- Budgeting procedures and techniques.
- Common word processing, spreadsheet, and database software.

Ability to:

- Apply technical knowledge and follow proper inspection techniques in examining workmanship and materials; detect deviations from plans, regulations, and standard construction practices.
- Advise on standard construction methods and requirements for commercial, industrial, and residential buildings.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations.
- Determine if construction systems conform to city code requirements.
- Read and interpret complex building plans, specifications, and building codes.
- Make arithmetic computations rapidly and accurately.
- Supervise, train, and evaluate assigned staff.
- Effectively communicate verbally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor's degree in engineering or a related field from an accredited college or university.

Experience:
Five (5) years of full-time increasingly responsible experience in building inspections, including two (2) years of administrative and supervisory responsibility.

Substitution:
Additional qualifying experience can substitute for the required education on a year-for-year basis.

License, Certification, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A certificate as an I.C.B.O. Certified Building Inspector is required.

Physical Requirements:
Work is performed in a typical office and field environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: