

CITY OF FONTANA BUILDING OFFICIAL

DEFINITION: Under general direction from the Community Development Director, manages, directs and coordinates the activities of the Building & Safety Division; oversees and renders interpretations of a comprehensive set of municipal building codes to ensure construction complies with applicable codes, laws and ordinances; coordinates plan check and building inspection activities with other divisions and departments; and outside agencies; represents Building & Safety on the Development Advisory Board; responds to the most difficult inquiries and complaints by the public; attends meetings and makes presentations, prepares reports, memoranda, letters and other forms of correspondence; and provides highly complex staff assistance to the Community Development Director. Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Recommend goals and objectives; assist in the development and implementation of policies and procedures.
- Manage, direct and organize plan check and building inspection activities; coordinate plan check and building inspection activities with other City departments, contractors and developers.
- Direct, oversee and participate in the development of the plan check building inspection work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Prepare the Division budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline procedures.
- Supervise and participate in plan check and building inspection activities; evaluate the need for and develop procedures, methods and schedules.
- Provide technical and administrative assistance to the Community Development Director; develop, prepare and present reports, surveys and other administrative activities.
- Participate in professional and public meetings as required including job site and construction meetings.
- Oversee and direct Division office operations; maintain appropriate records and files; coordinate work flow.
- Assist in preparing presentations for City Council, Planning Commission, and the Design Advisory Board; assist in preparing ordinances and ordinance amendments related to building activities.
- Render interpretations of the building codes.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents may work in all weather conditions, and may be exposed to fumes, dust and air contaminants, drive motorized vehicles and work around moving traffic.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and techniques of budget development and administration.
- Principles and practices of organization, administration and personnel management.
- The California Building Standards Code and the base model codes, as well as the referenced standards.
- Principles of structural design, engineering mathematics and building inspection.
- Modern methods of building construction.
- 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.
- Modern office practices, procedures, methods and equipment.

Ability to:

- Administer a variety of plan check and building inspection activities.
- Analyze problems; identify alternative solutions, project consequences of proposed actions implement recommendations in support of goals.
- Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.
- Assist in preparing ordinances and code amendments.
- Interpret building policies and procedures to the general public.
- Interpret and apply City policies, procedures, rules and regulations as well as the California Building Standards Code.
- Gain cooperation through discussion and persuasion.
- Select, supervise, train and evaluate personnel.
- Prepare and administer a division budget.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience: Five years of increasingly responsible experience in plan check and inspection of public, commercial, industrial and residential buildings including three years of supervisory experience.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil/structural engineering, architecture, business administration or a related field.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid California Driver's License. Possession of International Code Council (ICC) certification as a Building Plans Examiner or Building Inspector is required. Possession of ICC certification as a Certified Building Official, or obtain within 1 year. Registration as a Civil/Structural Engineer or Licensed as an Architect with the State of California is highly desired.