



City of Laguna Niguel Job Description

BUILDING OFFICIAL

Executive and Management Unit

FLSA: Exempt

DEFINITION

Direct, manage, supervise, and coordinate the activities and operations of the Building and Safety Division in the Community Development Department such as building and grading plan check, inspection, and code enforcement; coordinate assigned activities with other departments; check building and grading plans for compliance with various codes and regulations; perform field inspections as necessary; provide highly-responsible and complex staff assistance to the Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Community Development Director.

Exercises direct supervision over Professional, Technical, Clerical, and contract staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assume management responsibility for all services and activities of the Building and Safety Division.
- ◆ Manage and participate in the development and implementation of goals, objectives, policies, and priorities relating to Building and Safety functions.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of service-delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Community Development Director; implement improvements.
- ◆ Select, train, motivate, and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ◆ Plan, direct, coordinate, and review the work plan for Building and Safety functions; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- ◆ Manage and participate in the development and administration of the Community Development Department's annual budget; direct the forecast of revenue and estimate funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- ◆ Serve as a liaison for the Building and Safety Division with other City

departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

- ◆ Provide responsible staff assistance to the Community Development Director, City Manager, Planning Commission, and the City Council; prepare and present staff reports and other related correspondence.
- ◆ Assist in the administration of contracts with Engineers and Technical and Clerical staff in support of assigned activities and programs; evaluate quality of products and approve contractor payments.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ◆ Prepare or direct preparation of complaints for legal action against violators of building codes, municipal ordinances, and related regulations.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- ◆ Review of commercial, industrial, multiple dwelling, and residential building and grading plans for structural soundness and conformity with pertinent building, safety, and fire codes; State and Federal code requirements to be enforced at the local level; local ordinances and regulations.
- ◆ Soils engineering and geology as applied to grading construction.
- ◆ Contract service planning, bidding, negotiation, administration, and performance evaluation.
- ◆ Research developments, current literature, and trends relating to the provision of building and safety services.
- ◆ Principles and practices of municipal budget preparation and control.
- ◆ Principles of supervision, training, and performance evaluation.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Business letter writing and technical report preparation.

Ability to:

- ◆ Read and interpret building and grading plans and specifications.
- ◆ Inspect building and grading construction projects to determine compliance with approved plans, regulations, and procedures.
- ◆ Manage, direct, and coordinate the work of Professional, Technical and Clerical personnel.
- ◆ Select, supervise, train, and evaluate staff.
- ◆ Provide administrative and professional leadership and direction for the Building and Safety Division.
- ◆ Recommend and implement goals, objectives, and practices for providing effective and efficient building and safety services.
- ◆ Prepare and administer budgets.
- ◆ Prepare clear and concise administrative and technical reports.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.
- ◆ Research, analyze, and evaluate new service delivery methods, procedures, and

techniques.

- ◆ Interpret and apply Federal, State and local policies, procedures, laws, and regulations.
- ◆ Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Interpret and apply administrative and departmental policies and procedures.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, architects, engineers, contractors, the general public, and media representatives.

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:

Four years of increasingly responsible professional building and safety experience including at least one year of supervisory responsibility.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in construction technology, architecture, engineering, or a related field.

Licenses:

Possession of a Building Official Certificate issued by the Council of American Building Officials.

Possession of an ICBO Certificate as a Plans Examiner.

California registration as a Civil Engineer is desirable.

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both an office and field setting. Outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this position, the employee is frequently required to traverse in uneven ground at construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand, sit, and walk; use hands to finger, handle, feel or operate objects, tools, or controls; and

reach with hands and arms. The employee is required to climb, balance, stoop, kneel, crouch, crawl, talk, and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, heavy equipment, climbing and risk of falling, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office and moderate in the field.