



## JOB DESCRIPTION

### Building Manager

Date Prepared: August, 2014

**SUMMARY:** Under limited supervision, supervises assigned staff; reviews and evaluates residential, commercial, and industrial plans and specifications, including building, plumbing, electrical, and mechanical plans, structural and energy calculations for compliance with established City and state laws and codes; prepares comprehensive plan review reports; conducts inspections; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Review and understand complex building plans and code requirements.
- Check plans and specifications for the construction, alteration, and repair of residential, commercial, and industrial buildings and structures, including earthquake and wind load stress determinations, energy conservation, occupancy factors and types of construction.
- Supervise Building staff, assign work, and conduct employee performance evaluations.
- Ensure plans, meet the requirements of related building codes, design guidelines, and fire standards.
- Assist in the preparation/implementation of new regulations and make recommendations regarding revisions to the existing regulations.
- Consult with engineers, architects, contractors, or the public to discuss problems with initial plans and required changes.
- Respond to verbal or written inquiries and complaints.
- Provide technical assistance to engineers, architects, contractors, other City personnel, and the public.
- Interpret and explain requirements and restrictions relative to building codes, ordinances, regulations, policies, and procedures; develop alternative methods to comply with those requirements and restrictions.
- Assist at the public counter in the calculation of fees, issues permits, and provides general and technical information.
- Assist in the coordination of plan review relating to the development review process and clearance with other divisions and departments.

- Establish and maintain files and records of plan specifications, calculations, and other pertinent information related to the plan review process.
- Issues permits and communicates with the public.
- Prepare and present verbal and written discipline reports, as necessary; and promote teambuilding.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High School Diploma OR GED equivalent AND four years of experience as a Plan Checker, INCLUDING Two years of experience in a supervisory capacity. Sixty college semester units may substitute for two years of supervisory experience.

### **Knowledge of:**

- Related laws, ordinances, rules, regulations, policies and procedures, including accessibility requirements and California Energy Commission Standards of Title 24.
- Principles and practices of structural and civil engineering.
- Construction methods and materials.
- California Building Code, California Fire Code, California Plumbing Code, California Mechanical Code, and California Electrical Code and related codes; and principles and practices of supervision.

### **Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Reading and interpreting complex building, plumbing, electrical, and mechanical plans.
- Writing reports and keeping accurate records; analyzing data and information.
- Conducting field inspections/investigations; performing energy calculations.
- Enforcing codes with firmness, tact, and impartiality; reading and interpreting plans, blueprints, and specifications.
- Responding to emergency and problem situations in an effective manner.
- Understanding, explaining, and applying policies and procedures.
- Supervising and directing the work of assigned staff.
- Making rapid and accurate mathematical computations; preparing and completing employee performance evaluations.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- International Code Council (ICC) certifications as a Plans Examiner and Fire Plans Examiner are required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an indoor and outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor and outdoor environment. Incumbent must have the mobility to visit job sites regularly. Visits to job sites may include regular exposure to dust, extreme temperatures, noise, and inclement weather in a construction zone environment. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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