



JOB DESCRIPTION

Building/Fire Official

Date Prepared: July, 2014

SUMMARY: Under administrative direction, manages, supervises, and coordinates the operations, services and activities of the Building Division to include enforcement of local, state, and federal ordinances and codes regarding residential and commercial building, including fire protection by building inspection, permit issuance, plan review and related code enforcement activities; 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:*

- Administer the enforcement, adoption, and modification of local, state, and federal laws regarding residential and commercial building, including fire protection, by inspection, permit issuance, plan review, and related code enforcement activities.
- Supervise building staff, assign work, and conduct employee performance evaluations.
- Assign work activities, projects, and programs; review and evaluate work products, methods and procedures, code adoptions and amendments. Participate in professional and public meetings, as required.
- Manage, direct, and organize plan reviews and building inspection activities; coordinate plan reviews and building inspection activities for other City departments, contractors, developers, and the general public.
- Make determinations regarding code interpretation and resolve code compliance issues with regard to difficult or unusual matters during plan review or inspection.
- Provide technical support to the Director of Development; develop, prepare, and present reports, surveys, and related administrative activities.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Engineering, Business Management, or a closely related field; AND eight years professional building construction and building administration experience, including four years of supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies, procedures, codes and ordinances.
- Title 24 of the State Code of Regulations.
- Health and Safety Code.
- Business and Professional Code.
- United States Code.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.

- Principles and practices of administrative management.
- Construction scheduling, practices, and methods.
- Architectural design and construction methods.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgments.
- Interpreting and applying City, state, and federal codes, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, architects, engineers, utility companies, developers, contractors, external public and private agencies and the general public.

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.
- Certified Building Official.
- Fire Plans Examiner certification.
- Fire Inspector I and II certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an office and outdoor environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. May be required to traverse uneven terrain and climb ladders and walk on steep slope roofs. May be exposed to dangerous machinery and extreme weather conditions. 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 and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date