

CITY OF MILL VALLEY

BUILDING OFFICIAL

DEFINITION:

Conducts or supervises inspections of buildings and structures in all stages of construction, alteration, and repair; coordinates and manages enforcement activities. Enforces laws and ordinances regulating the construction of buildings; reviews or supervises the review of building plans and specifications; issues permits and collects fees; and does related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Works under the supervision of the Community Development Director.

Supervises and directs the Building Inspector and Code Enforcement Officer(s) and other contract inspectors hired by the City.

Exercises some supervision over the work of the Planning and Building Aide.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- ◆ Enforces building, electrical, plumbing, and mechanical codes.
- ◆ Issues permits for all building activities.
- ◆ Performs plan review of all construction plans.
- ◆ Performs site inspections of all building construction to ensure code compliance, and issues Certificates of Occupancy.
- ◆ Investigates and checks all complaints regarding violations of state or local building or fire codes.
- ◆ Enforces zoning code regulations.
- ◆ Inspects buildings and prepares or supervises the preparation of Residential Building Record Reports on all sales of residential property.
- ◆ Meets with and gives information to the public regarding codes and ordinances.
- ◆ Confers with owners, architects, and engineers regarding design, construction, code interpretation, departmental policies, and resolves disputes and problems.
- ◆ Coordinates with Planning Department, Public Works Department, and Fire Department on issues important to the City.
- ◆ Keeps records and prepares reports.
- ◆ Prepares the budget and budget adjustments/justifications for the Building Division, monitors expenditures and makes adjustments accordingly.
- ◆ Supervises and directs Building Division personnel.
- ◆ Selects, trains and evaluates employees.
- ◆ Prepares reports for City Council, Planning Commission, City Manager and others.
- ◆ Attends meetings of City Council or Planning Commission as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- ◆ State and local building, electrical, plumbing codes and fire codes and ordinances.
- ◆ Principles and techniques of building construction.
- ◆ Principles of structural design and basic engineering mathematics.
- ◆ Building materials and accepted safety standards.
- ◆ Standard installation procedures for electrical and plumbing facilities.
- ◆ Local zoning regulations.

Ability to:

- ◆ Analyze, interpret, and review building plans and specifications for conformance to state and local codes.
- ◆ Understand, interpret and apply laws and regulations.
- ◆ Prepare clear and concise written reports.
- ◆ Train, supervise and evaluate the activities of staff under your supervision.
- ◆ Maintain cooperative working relationships with engineers, architects, contractors, government officials, employees, and the general public.

Education and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities to qualify. A typical way to provide the knowledge and abilities would be:

- ◆ Five years of working experience as a building code administration or related field involving code enforcement.
- ◆ At least 3 years in a supervisory capacity in a municipal Building Department.
- ◆ Equivalent to graduation from high school, with proof of subsequent education in code related matters. BA, BS, AA or AS from an accredited college with a major study in architecture, engineering, or a closely related field.

License or Certificate:

- ◆ Possession of valid California driver's license maintained as a condition of employment.
- ◆ Possession of ICC certification as Building Inspector and ICC certification as Plans Examiner.
- ◆ Possession of ICC certification as Building Official, or ability to obtain within nine months.

Effective Date: March 2008