



TOWN OF LOS GATOS

CHIEF BUILDING OFFICIAL

Class Code: 2420
Department: Community Development
Supervisor: Community Development Director

Management / At-Will
FLSA Status: Exempt

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

CLASS SUMMARY

Under general direction, the Chief Building Official manages and directs the programs and activities of the Building Division that include permit processing, plan check, and building inspection functions to ensure compliance with adopted codes, including the International Building, Plumbing, and Mechanical Codes, and the National Electrical Code, as amended by the California Building Standards Commission, and local ordinances, standards, policies, and laws. This classification assists with the most complex inspections and provides fiscal oversight for program budget. The Chief Building Official manages a staff of professional and technical full- and part-time employees, and provides daily direction, planning, scheduling work activities, and monitoring to ensure consistent and uniform application of codes and standards. The Chief Building Official also oversees the Town's Code Compliance Program and staff.

DISTINGUISHING CHARACTERISTICS

The Chief Building Official is an "At Will," single management classification that requires a high level of self-direction and initiative. The Chief Building Official may perform the more complex plan check reviews and structural inspections requiring the use of considerable independent judgment as distinguished from the next lower classification of Senior Building Inspector. The Chief Building Official is also distinguished from the Senior Building Inspector classification by the degree of supervisory, administrative, and budget responsibilities; difficulty and complexity of work; responsibility managing programs; and experience and certification requirements. The Chief Building Official position requires prior supervisory experience.

SUPERVISION RECEIVED AND EXPECTED

Receives general supervision from the Community Development Director. Exercises direct and general supervision over professional, technical, and support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Manages the Building Division and Code Compliance Program, including permit review, plan check, inspection, and code compliance functions. Supervises the operation of the Town's Building Permit and Code Compliance processes, and is responsible for coordination across departments and divisions to assure timely plan review, permit issuance, inspection, and follow up to inquiries regarding permits, building codes, and related municipal ordinances.
- Manages and participates in the development and administration of the Building Division's budget.
- Manages and participates in the development and monitoring of Building Division goals and objectives; reviews and evaluates Building Division's progress in meeting goals; makes recommendations for changes for improvement as part of the goal setting process.
- Proactively provides staff training and development on topics such as current inspection methods and procedures, customer service, and changes in the law and regulations to ensure appropriate and consistent application and interpretation of Federal, State, and Town codes and ordinances. Provides technical expertise to Town staff, and develops technical code-related educational materials for staff training and public dissemination.
- Plans, organizes, and manages the work of staff in the enforcement of codes, ordinances, and regulations related to new construction, renovation, single- and multi-family housing, unsafe buildings, zoning, grading, and electrical, plumbing, ventilation, heating, and cooling installations.
- Provides for the selection, training, professional development, and work evaluation of subordinate staff, and makes recommendations on hiring, termination, promotion, and discipline, as required.
- Manages the maintenance of accurate and current records related to program activities so that public information, education, and technical assistance can be offered and provided to the public in a meaningful and timely manner.
- Meets with individuals and user groups such as developers, architects, engineers, and contractors to provide code and ordinance interpretations, and to explore operational, code, or standards revisions.

- Confers with other agencies regarding development and construction trends to assist in forecasting building revenues for the operating budget to ensure that fees for building services cover the direct cost of the Building Program; recommends changes in fee schedules based on forecasted building activity revenues and anticipated program costs.
- Directs the abatement of structures that fail to meet the minimum housing or building standards.
- Maintains appropriate records on non-conforming building usage and non-conforming structures.
- Confers with owners, inspectors, and attorneys regarding difficult or complex enforcement problems; coordinates with appropriate Town Departments and outside agencies on legal actions associated with code and ordinance compliance; and refers violations to the Town Attorney's Office to initiate legal proceedings when efforts to secure voluntary compliance have been unsuccessful.
- Confers with and represents the Department in meetings with other Town Departments; serves as the Town representative with a variety of public, business, community groups, and organizations; and fosters collaborative working relationships.
- Assists with consultant selection, contract administration, and inspection of the work of Town contractors.
- Prepares periodic reports on routine operations and special reports/studies, as required.
- Authorizes the procurement of necessary supplies, materials, and equipment.
- Coordinates intradepartmental and interdepartmental responses to inquiries, concerns, suggestions, and complaints in a timely and professional manner.
- Increases knowledge base and learns new skills in a continuous effort to become a more productive team participant and subject matter expert.
- Builds and maintains positive working relationships with co-workers, other Town employees, organizations, and their representatives, and the general public exhibiting effective customer service and communication skills.
- As needed, responds to emergencies at any time of the day or night.
- Prepares and makes presentations to the Town Council, Town Commissions, advisory bodies, neighborhood groups, local businesses, and community organizations.
- Develops and facilitates seismic retrofit initiatives and ordinances.

- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Extensive working knowledge of building, plumbing, electrical, and mechanical codes, and related Federal and State laws; and Town codes, ordinances, policies, and regulations.
- Principles, methods, and techniques of building inspection, materials, and design; construction; safety standards; and modern methods of building construction.
- Principles and practices of employee supervision, including work planning and assignment, review and evaluation, and the training of staff in work procedures.
- Methods of researching building issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of local government processes and community engagement techniques.
- California building, electrical, mechanical, plumbing, and fire codes, standards, and regulations; fire prevention systems; and zoning laws.
- Structural and physical calculations.
- Conflict resolution skills.
- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.

Ability to:

- Read plans and construction drawings.
- Interpret, apply, explain, and ensure compliance with Federal, State, and Local policies, procedures, laws, and regulations, and Town policies, procedures, and codes.
- Effectively represent the Department and the Town in meetings with governmental agencies, community groups, businesses; professional, educational, and regulatory organizations; and in meetings with property owners, developers, contractors, and the public.

- Establish, maintain, and foster positive and effective working relationships and networks with those contacted in the course of work.
- Lead others while fostering an atmosphere of teamwork among Building Division staff; plan, organize, direct, and participate in the work of staff engaged in the performance of complex, technical engineering work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and present clear, concise, and logically written and oral reports, correspondence, policies, procedures, and other written materials.
- Engage constructively with differing or conflicting public opinion.
- Consider broad input and prioritize accordingly.
- Manage and advance multiple priorities, including plan review and inspection of large and complex projects concurrently, to meet established timelines.
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's Degree from an accredited college or university in civil or structural engineering, architecture, architectural engineering, construction management or closely related field; and
- Six (6) years of increasingly responsible experience in construction building inspection, building design, plan checking, civil engineering, surveying, or closely related field, at least two of which must be in a supervisory role. Registration as a professional engineer or architect in the State of California is desirable. A Master's Degree may substitute for two years of experience.

License and Certification:

- Certifications as Plumbing, Mechanical, Building, or Combination Inspector or Plan Examiner by the International Conference of Building Officials or the International Code Council.
- ICC certification as a Building Official is required within six (6) months of the date of hire.
- California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Failure to obtain and maintain the required certifications and licenses will result in disciplinary action up to, and including termination.

PHYSICAL DEMANDS

The individual must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual judgment and perception to the degree necessary for the successful completion of assigned duties.

The individual must possess mobility to work in a standard office setting, and use standard office equipment; vision to read printed materials and a computer screen; hearing and speech proficiency to communicate in person, before groups, and over the telephone; stand and walk between work areas and conduct field inspections as appropriate and necessary, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; operate a motor vehicle and visit various construction, Town, and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The individual in this classification occasionally bends, stoops, kneels, reaches, pushes, and pulls drawers, open and closed, to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employee must maintain concentration and the capability to make sound decisions.

Climbing	Frequently	Balancing	Frequently	Stooping	Frequently
Kneeling	Occasionally	Lifting	25 lbs.	Fingering	Frequently
Crawling	Occasionally	Reaching	Frequently	Standing	Frequently
Talking	Frequently	Grasping	Frequently	Walking	Frequently
Hearing	Frequently	Feeling	Frequently	Pushing	25 lbs.
Crouching	Frequently	Running	Occasionally	Carrying	25 lbs.
Pulling	25 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Field work is also required that

includes exposure to loud noise levels, cold and/or hot temperatures, noxious odors, gases, or contact with water and/or wastewater. Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may work in the field and occasionally be exposed to loud noise levels, cold and/or hot temperatures, noxious odors, gases, fumes, contact with water and/or wastewater, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards.

WORKING CONDITIONS

Predominantly indoor work. Conditions also involve some travel and attendance at meetings. Work schedule may include occasional irregular hours.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.