

CITY OF MILPITAS  
Effective: June 1985  
Revised: August 2004  
EEOC: Official/Admin  
FLSA: Exempt  
Unit: Unrepresented  
Physical: 1

## **CHIEF BUILDING OFFICIAL**

### **DEFINITION**

To plan, direct, and coordinate the activities of the Building Inspection Division; to coordinate, oversee and participate in plan checking and field inspection operations; to develop and provide comprehensive training programs for division staff; and maintain records of performance and expenditures.

### **DISTINGUISHING CHARACTERISTICS**

Receive general direction from the City Manager or designee.

Exercise direct and indirect supervision over professional, technical, and clerical staff.

### **EXAMPLES OF DUTIES** - *Duties may include, but are not limited too, the following:*

Plan, direct, and coordinate the activities of the Building Inspection Division.

Develop and implement goals, objectives, policies, and priorities of the division.

Establish, improve, and coordinate the plan checking and building inspection procedures of the City.

Oversee the establishment and maintenance of building inspection records and files.

Review and make recommendations on all new applicable codes, rules, and regulations.

Coordinate and review the activities of outside consultants.

Direct activities of field inspection services.

Coordinate activities of building inspection with other divisions and departments of the City.

Review and approve all major projects prior to permit issuance.

Participate in pre-development coordination and economic development activities.

Answer or respond to telephone, written, or counter inquiries regarding building division policies, procedures, and operations as necessary; respond to public complaints.

Appear before City Council, public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety-related problems, proposals, projects, and policies.

Serve as staff and provide recommendations to various City and citizen advisory boards and committees as assigned.

Prepare and administer the division budget; approve all expenditures.

Prepare reports and memos regarding division operations as requested.

Develop and provide comprehensive training programs for divisional staff.

Supervise, train, and evaluate assigned professional, technical, and clerical personnel.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of organization, administration, personnel, and budget management, and cost recovery.

Principles and practices of the California Building, Plumbing, Mechanical, and Electrical Codes, and pertinent County codes and ordinances.

Approved building construction methods, materials, and proper inspection methods.

Principles of structural design, engineering mathematics, and soil engineering.

Legal procedures involved in enforcing building regulations.

Principles of supervision, training, and performance evaluation.

Municipal management practices.

### **Ability to:**

Organize, direct, and coordinate the activities of the Building Division.

Analyze, interpret, and check complex plans, specifications, and calculations.

Interpret and apply related laws, rules, and regulations.

Communicate effectively, orally and in writing.

Establish and maintain effective work relationships with City staff, developers, contractors, and the general public.

Supervise, train, and evaluate assigned professional, technical, and clerical personnel.

Mediate and resolve disputes.

Use Windows, Excel, and Word computer programs.

Keep abreast of current construction standards, codes, and regulations.

### **EXPERIENCE AND EDUCATION**

#### **Experience:**

Five (5) years of building inspection experience or closely related activities including considerable supervisory responsibilities.

#### **Education:**

A Bachelor's degree from an accredited college or university with major course work in architecture or civil or structural engineering.

#### **License or Certificate**

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Possession of a Building Inspector Certificate issued by the International Code Council.

Possession of an Architect license or registered as a professional civil or structural engineer in the State of California.

Possession of an I.C.C./I.C.B.O. Plans Examiner Certificate.

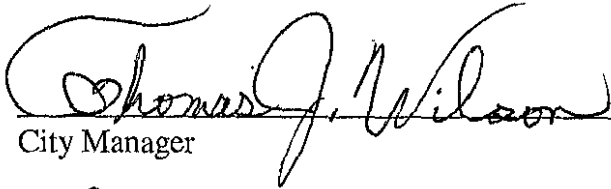
### **SPECIAL REQUIREMENTS - Essential duties require the following physical abilities and work environment:**

Typically, work is performed in an office environment and at construction sites ; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of

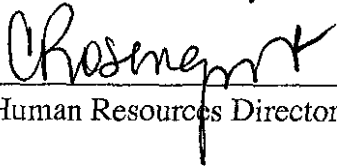
CITY OF MILPITAS  
Chief Building Official

Milpitas; ability to work safely in a hard-hat construction zone is essential; exposure to construction-related chemicals and products.

Approved by:

  
City Manager

9-3-04  
Date

  
Human Resources Director

9-3-04