

CITY OF SOUTH LAKE TAHOE

BUILDING OFFICIAL

SALARY: \$50.19 - \$61.02 Hourly
\$4,015.38 - \$4,881.23 Biweekly
\$8,700.00 - \$10,576.00 Monthly
\$104,400.00 - \$126,912.00 Annually

DESCRIPTION:

Come enjoy living and working in the heart of the stunning Sierra Nevada mountains on the south shore of Lake Tahoe. The Lake Tahoe region is recognized for its timeless magnificence, reputation as an outdoor recreational mecca, and wealth of entertainment opportunities. The City of South Lake Tahoe is looking for a Building Official to join our team of customer focused professionals in the Development Services Department. The City is seeking someone with exceptional leadership and interpersonal skills, who seeks to build positive relationships with colleagues, the community, design professionals and contractors. The Building Official will oversee the Building Division within the Development Services Department, which provides permitting, plan review, and building inspection services alongside the Planning and Housing Divisions.

A resume and cover letter. are required. Applications without a resume and cover letter attached will not be considered.

Applications will be screened as they are received. Qualified candidates will be contacted immediately and notified of next steps.

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

SUMMARY DESCRIPTION

Under administrative direction of the Director of Development Services, the Building Official directs, manages, supervises, and coordinates the activities and operations of the Building and Safety Division within the Development Services Department including assuming responsibility for implementing City activities related to setting and ensuring compliance with building code standards including plan check and inspection; supervises and performs the more difficult inspections; approves plans and specifications as necessary; coordinates activities with other City divisions, departments, and outside agencies including to interface with other City Departments in matters related to the development review process; and provides highly responsible and complex administrative support to the Director of Community Development.

IDENTIFYING CHARACTERISTICS

The Building Official is considered a Division Manager with responsibility for the management of a Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division

including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. Incumbents at this level exercise discretion in applying general goals and policy statements and in resolving organizational and service delivery problems. Incumbents organize and direct the work of subordinate staff, assume significant responsibility for a variety of personnel activities in such areas as selection, training, and disciplinary actions, and assume significant responsibility for the preparation and administration of the assigned budget.

EXAMPLES OF DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Manages, oversees, coordinates, reviews and participates in the building activities associated with setting and ensuring compliance with building standards.
2. Directs, oversees and participates in the development of the Building and Safety work plan; assigns work activities, projects and programs and prioritizes work flow; reviews and evaluates work products, methods and procedures.
3. Coordinates uniform enforcement with building inspectors; provides standardized training.
4. Establishes and maintains liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensures compliance with appropriate laws and development standards.
5. Performs difficult inspections, and routine inspections as Division workload demands; conducts plan checking; facilitates problem resolution.
6. Resolves disputes between the City and contractors.
7. Prepares complex reports, letters and correspondence.
8. Makes presentations to the City Council, commissions and other groups; explains division policies to the public, developers and builders.
9. Advises the City Manager and department heads on building services activities.
10. Participates in recommending the appointment of personnel; evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; implements and enforces disciplinary procedures consistent with City policies; recommends employee terminations.
11. Prepares the building services operations budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget; evaluates and implements appropriate fee schedules for budget development.

12. Assists in the development and implementation of department goals, objectives, policies and procedures.
13. Supports the Housing Division in administration of the multi-family inspection ordinance and single-room occupancy ordinance.
14. Assists with Building Divisions customers so they better understand and navigate through the building permit process.
15. Observes and enforces City anti-discrimination and anti-harassment policies.
16. May assist with investigation of origin and cause of fires at fire scenes.
17. Attends training and educational classes appropriate for the position.
18. Performs related duties as required.
19. Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned division(s); continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and identifies opportunities for improvement and recommends such to the Director.
20. Responds to incidents in support of emergency dispatch requests (non-regular hours)
21. Manages and administers code enforcement actions. 22. Is designated as a City Emergency Operations Center (EOC) staff member and required to report to the EOC to perform emergency management duties as requested.

TYPICAL QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of community development and its relationship to building inspection.

Principles, practices and methods associated with developing building standards, plan check and building and fire inspection.

Budget preparation and administration.

Legal aspects of code administration.

Sound knowledge of the TRPA Code or Ordinance.

Laws, codes, rules and regulations related to building including California Building codes.

Engineering principles, concepts and procedures as applied to building plan review and inspection.

Pertinent local, regional, State and Federal laws, codes and regulations.

Construction methods and materials.

Principles of supervision, training and evaluation.

Public contact skills.

Ability to:

Analyze budget and technical reports.

Interpret and evaluate staff reports.

Understand, interpret, and apply laws, regulations, and codes.

Observe performance of and evaluate assigned staff.

Provide solutions and problem solve division cost recommendations.

Remember and utilize personnel rules.

Explain and interpret policy.

Read, understand and interpret construction blueprints, plans and specifications.

Inspect and analyze standard building construction and identify code violations.

Solve complex building inspection and code-related problems.

Interpret and explain division policies and procedures.

Prepare and administer the division's budget.

Work effectively with builders, contractors, other government agencies and the general public.

Supervise, train and evaluate assigned staff.

Explain City practices and objectives to appropriate public and private agencies, organizations and individuals.

Prepare analytical reports of a budgetary, technical and evaluative nature.

Establish and maintain manual and computer systems needed for control of work quality and quantity.

Conduct comprehensive analyses of building problems; analyze data and make decisions accordingly.

Interpret and enforce TRPA Code of Ordinance/MOU

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Complete required continuing education to maintain required certifications. Knowledge of building practices and technologies that increase energy efficiency and sustainability of buildings.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and/or college level course work inspection methods, architecture, structural or civil engineering, construction, building codes, or a related field. A Bachelor's degree from an accredited college or university with major course work in a related field is desirable.

Experience:

Four years of increasingly responsible experience in building inspection, standards development, and plan checking including one year of administrative and supervisory responsibility. Experience with fire codes is desirable. Experience in a jurisdiction with minimum staffing is desirable due to the multi-faceted nature of the position.

License or Certificate:

Possession of a valid California or Nevada driver's license.

Current ICC (International Code Council) Plans Examiner Certificate is required.

CBO (Certified Building Official) is highly desirable or required to be completed within two years of employment.

Current ICC Certificate as a Combination Inspector or designated trade specialist (e.g. electrical, plumbing, mechanical, etc.) is highly desirable.

Licensure in the State of California as an architect or engineer will be given consideration by the City.

SUPPLEMENTAL INFORMATION:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Outdoor work in all types of weather including extreme heat and humidity, cold and rain and snow; work in and around heavy traffic conditions and very loud noise of construction equipment; continuous exposure to moving mechanical parts, electrical shock, and vibration from equipment and tools. May be required to participate in snow removal operations.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

FLSA Designation: Exempt