

TOWN OF PORTOLA VALLEY  
DEPUTY BUILDING OFFICIAL

*Classification 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.*

DEFINITION

To plan, organize and coordinate building inspection activities for the Town; to enforce all laws and regulations including Building, Electrical, Plumbing and Mechanical Codes; to coordinate building inspection activities with other departments and outside architects and engineers; to perform plan review and field verification on residential and commercial buildings; and to provide highly responsible technical support to the Public Works Director/Town Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/Town Engineer.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and implement goals and objectives related to building inspection activities; establish performance standards and methods for reviewing and processing building permit applications; develop and implement policies and procedures.

Plan, organize and participate in building inspection activities including coordinating with architects, engineers, contractors, developers, and the general public; direct health and safety investigations; and direct the issuance of building permits and citations.

Enforce all Federal, State and local laws, codes and regulations; evaluate the need for and develop procedures, methods and schedules; recommend and draft building and related code changes.

Assist in preparing presentations for Town Council; assist in preparing ordinances and ordinance amendments related to building activities.

Schedule and perform building inspections of existing and new structures for all local and state building requirements; investigate code related citizen complaints and building code violations.

## Deputy Building Official

- 2 -

Check plans, specifications and calculations of proposed structures within the Town for code compliance.

Review and approve all residential and commercial building construction documents and permits; discuss code and project related questions; provide guidance to citizens, contractors, applicants, developers and architects; address and resolve concerns and complaints.

Confer with owners, architects, contractors and engineers regarding design and construction plans and interpretation of the Uniform Codes.

Check building sites to ensure proper building permits have been obtained for the work being done; issue permits; follow Town procedures to correct violations.

Inspect structures for determination of substandard, unsafe conditions or health hazards; verify code violations; if corrections are not made, prepare case records for presentation to the Town Attorney if prosecution becomes necessary.

Issue certificates of occupancy after approving structures and installations; conduct a final inspection of completed work.

Maintain accurate manual and computerized records of all inspections; enter data into computer for inspection and plan check tracking.

Evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Coordinate duties with related Town, County or State departments or agencies.

Prepare for code adoption proceedings; provide for appropriate evaluation of building materials and procedures.

Oversee and participate in the development of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection.

Stay abreast of new materials and methods of building construction; maintain a current thorough and working knowledge of relevant building codes and standards.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

EXAMPLES OF SECONDARY DUTIES:

Respond to emergency situations as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of civil engineering, structural design, engineering mathematics and building inspection.

Applicable rules, regulations, codes and standards in assigned area including Uniform Building Code, National Electric Code, Uniform Plumbing Code, Uniform Mechanical Code and the Americans with Disabilities Act.

Federal and State accessibility regulations, Town zoning regulations, and Americans with Disability regulations.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of building construction.

Methods and techniques of building inspections.

Standard installation procedures for electrical, plumbing and mechanical systems.

Methods and techniques of field investigations.

Principles and practices of plan checking.

Principles and practices of conflict resolution.

Principles and practices of budget preparation.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Principles and procedures of record keeping.

Principles of business letter writing and basic report.

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

Occupational hazards and standard safety practices.

Ability to:

Organize, implement and direct building inspection operations.

Administer the Town's building code enforcement rules and regulations, codes and ordinances.

Assist in preparing ordinances and code amendments.

Participate in the development and administration of goals, objectives and procedures.

Prepare program budgets.

Analyze, interpret and accurately review complex building plans and specifications.

Conduct field investigations and inspections.

Read and interpret plans, specifications and engineering calculations.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, explain and apply Federal, State and local policies, laws and regulations.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training

## Deputy Building Official

- 5 -

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

### Experience:

Three years of increasingly responsible experience in building inspection and code enforcement.

### Training:

Graduation from high school or G.E.D. equivalent supplemented by specialized training in construction trades, construction inspection or a related field.

### License or Certificate

Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Possession of, or ability to obtain, an appropriate, valid ICC Combination Building Inspector certificate and Plans Examiner Certificate.

Possession of certification as Building Official issued by the International Code Council (ICC) is highly desirable.

### WORKING CONDITIONS

#### Environmental Conditions:

Office and field construction environment; travel from site to site; exposure to computer screens or other office equipment, inclement weather conditions; work or inspect in confined spaces; work around heavy construction equipment and materials.

#### Physical and Mental Conditions:

Essential and secondary functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; bending and kneeling; lifting and carrying weight up to 50 pounds; climbing, operating motorized equipment and vehicles; mid-range to distant visual acuity for inspecting equipment, and/or as specified in the job analysis.