

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy Building Official	Job Family: 2
General Classification: Management	Job Grade: 35

Definition: To assist the Chief Building Official in planning, directing, coordinating, and supervising the activities and staff of the Building Inspection Division within the Community Development Department; coordinate, manage, and participate in commercial and residential building inspection, fire inspection, and plan review; develop and provide comprehensive training programs for divisional staff; and may represent the Chief Building Official in the Chief Building Official's absence.

Distinguishing Characteristics: The Deputy Building Official is responsible for the daily operation of building inspection, fire inspection, and plan review and provides support to the Chief Building Official. The Deputy Building Official is distinguished from the next, higher class of Chief Building Official in that the latter has overall administrative responsibility for the Building Inspection Division. General direction is provided by the Chief Building Official. Exercises direct and indirect supervision over technical and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist the Chief Building Official in the development and implementation of department/division goals, objectives, policies, and procedures.
2. Manage, coordinate, and participate in plan check functions of building inspection, including establishing, improving, and coordinating the plan checking and building inspection procedures of the City.
3. Provide standardization of enforcement codes, ensuring compliance with building standards, Federal and State laws, and City zoning ordinances.
4. Manage and direct the activities of assigned staff, including work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.
5. Coordinate and participate in uniform enforcement and inspection methodologies with Building Inspectors; investigate unsafe building conditions and disabled access complaints; and provide training on technical code-related topics and operational processes and procedures related to the City's development review process.

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6. Review complex plans and provide analysis for construction, alteration, or repair of residential, commercial, and industrial buildings to ensure compliance with applicable codes as needed; inspect building systems at various stages to verify compliance with the approved plans, specification codes, ordinances, and laws; and provide technical guidance to staff.
7. Compile materials, perform analysis, and assist in the preparation of complex reports, letters, correspondence, and publications.
8. May present building- and safety-related issues to public agencies, business and civic groups, and other organizations and represent the department/division to outside agencies and organizations.
9. Advise and coordinate with other City departments, divisions, and outside agencies on enforcement issues.
10. Assist the Chief Building Official prepare the building services operational budget; assist in implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and administer the approved budget.
11. Review and respond to public complaints and concerns.
12. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles, practices, and methods associated with developing building standards, plan check, building inspection, and code enforcement programs; engineering principles, concepts, and procedures as applied to building inspection; pertinent local, State, and Federal laws, codes, and regulations; construction methods and materials; budget preparation and administration; principles of supervision, training, and evaluation; and public contact and communication skills.

Ability to: 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 an operations budget; work effectively with builders, contractors, and the general public; resolve conflicts, as necessary; supervise, train, mentor, and evaluate assigned staff; explain City practices and objectives to appropriate public and private agencies,

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organizations, and individuals; prepare analytical reports of a budgetary, technical, and evaluative nature; establish and maintain information systems needed for control of work quality and quantity; conduct comprehensive engineering analyses of building problems; analyze complex data and make decisions accordingly; plan, organize, direct, establish, and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five (5) years of increasingly responsible experience in building inspection, plan review, design or construction, including one (1) year of lead or supervisory experience and one (1) year of which shall have been serving a municipal building department/division. Education equivalent to an associate's degree from an accredited college or university in architecture, business, public administration, construction, or a related field. Possession of a bachelor's degree is highly desirable.

Required Licenses or Certificates: Possession of a valid Class C California Driver License. Possession of a Residential or Commercial Combination Inspector Certification or CALGreen Certification issued by the International Code Council (ICC). Possession of a Certified Building Official certification issued by the ICC is highly desirable.

Established: January 2021

Revised:

HRD/CLASS SPECS

Deputy Building Official