

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	CHIEF BUILDING INSPECTOR	CLASS CODE: 2042
DEPARTMENT:	PLANNING AND BUILDING SERVICES	FLSA STATUS: E
REPORTS TO:	PLANNING AND BUILDING SERVICES DIRECTOR	DATE: 9/08
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under administrative direction, supervises the Building Division of Planning and Building Services; coordinates building inspection services; develops and implements policies and procedures; provides training for employees; appears before Building Appeals Board, Board of Supervisors, business and civic organizations and public gatherings. The work includes working well with the public and providing technical expertise in construction within the department.

DISTINGUISHING CHARACTERISTICS:

This single management classification has responsibility for assisting the Planning and Building Services Director with departmental administrative matters, for acting as the day-to-day administrator of the Building Division, and for acting as the senior Building Inspector in the most complex, serious, controversial and high penalty inspection cases. This position is distinguished from the Senior Building Inspector by its responsibility to plan, organize and direct the activities and operations of the Division. This class is distinguished from the Planning and Building Services Director in that the latter has overall administrative responsibility for the operation of the department.

SUPERVISION EXERCISED:

The Chief Building Inspector exercises technical and functional supervision over the Senior Building Inspector and other staff.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Enforce and interpret state, federal, county, and all local laws and ordinances relating to the construction of buildings and other structures built within the County.
- Develop, communicate, and monitor policies, procedures, and standards for the department; recommend improvement when necessary.
- Appear before Building Appeals Board, Board of Supervisors, and other business and civic organizations to present facts and explain policies and county requirements.
- Perform complex inspections of residential, commercial, and agricultural structures within the County including inspection of framing, foundations, electrical and mechanical installations and plumbing on new construction and alterations to existing construction to assure compliance with California codes.
- Assist in the plan examination process.
- Assist in developing operating budget for the division annually; monitor and administer approved budget.
- Investigate alleged violations.
- Initiate enforcement proceedings and provide testimony and otherwise assist in the legal resolution of violations.
- Perform all duties that staff perform, as needed.
- Perform other duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Code Books	Construction Tools
Manometer/PSI Test Gauges	Calculator	Tape Measure
Electronic Equipment	Hand Tools	Computer
Various Testing and Measuring Equipment	Vehicle	Level

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year equivalent coursework from an accredited college or technical school that includes, public administration, personnel management, business administration, electrical systems, construction methods and materials, or civil, structural or mechanical engineering and eight years of progressively responsible related experience as a Building Inspector, Construction Supervisor, Architect or closely related occupation. A minimum of six years experience as a journey-level Building Inspector in a governmental agency utilizing the California Building Code and supervision experience is required; or a combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License
ICC Building Inspector
ICC Electrical Inspector
ICC or IAPMO Mechanical Inspector
ICC or IAPMO Plumbing Inspector
ICC Certified combination Inspector
Certification as Building Official (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- California building codes, zoning ordinances, and state and county health codes.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- Basic principles and practices of engineering.
- All phases of construction.
- Principles and techniques of building inspection and structural design.
- Principles and practices of public relations.
- Departmental policies and procedures.
- Principles and practices of building and construction, including electrical, mechanical, and plumbing.
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Writing technical reports and correspondence.
- Using mathematics.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures, and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.

Mental and Physical Abilities to:

- Read and interpret building plans, specifications, codes and regulations.
- Interpret codes and regulations and explain the rationale to clients and staff.
- Apply construction experience to assist clients with code compliance.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

- Establish and maintain effective working relationships with a variety of individuals.
- Speak effectively before public groups and respond to questions.
- Write reports, correspondence and procedure manuals.
- Interpret a variety of instructions in written, oral, diagram or schedule form.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Define problems, collect data, establish facts and draw valid conclusions.
- While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, re climb or balance, stoop, kneel, crouch, or crawl, speak and hear.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, outdoor weather conditions, fumes or airborne particles, risk of electrical shock, work in high precarious places, and toxic or caustic chemicals.

The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.