CITY OF SANTA CRUZ
DEPUTY BUILDING OFFICIAL

Reports to	Chief Building Official
Supervises	Senior Building Inspectors, Building Inspectors, Code Compliance Specialists and other personnel, as assigned.
Bargaining Unit	Management

BASIC FUNCTION

Under general direction, manages the daily operations of the Building Inspection Services of the Department of Planning and Community Development; plans, schedules and coordinates the activities and projects of the City's building inspection, code enforcement and permit application processing sections; trains and supervises division staff; serves as a technical resource for staff; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Deputy Building Official** is a management level classification responsible for providing administrative support to the Chief Building Official and managing the daily operations and activities of the building inspection, code enforcement and permit application processing functions. The incumbent exercises considerable independent judgment and provides technical advice in the review of permits, plans and specifications for compliance with adopted codes. This classification is distinguished from the next lower classification of Senior Building Inspector by the performance of more technical and complex duties as well as budgetary, supervisory and management responsibilities. In the absence of the Chief Building Official, and/or in emergency situations, the incumbent assumes all of the duties, responsibilities and authority of the Chief Building Official.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below):*

- Provides technical and administrative assistance to the Chief Building Official.
- Assists in managing, directing and organizing the building inspection division.
- Assigns, trains, supervises, reviews and evaluates the work of assigned staff.
- Responds to the most difficult inquiries and complaints and performs the most complex building inspections.
- Manages special programs and is responsible for the adaptation of special programs into the normal routine of City land use departments; updates programs as necessary to improve functionality and makes sure that program requirements are being met.
- Assists in the development and implementation of division goals, objectives, policies, procedures and work standards.
- Ensures that assigned activities are performed in accordance with appropriate codes, regulations, and policies, and that required documentation is submitted and maintained; approves complex plans and issues permits.
- Guides staff in making complex interpretations and decisions concerning technical problems related to plan checking, building inspection, and code enforcement.

- Maintains current knowledge of new construction methods, materials and techniques and codes and regulations related to housing and building inspection.
- Performs the duties and responsibilities of the Chief Building Official in his/her absence.
- Makes public presentations related to the Building Divisions programs.
- Oversees the administration and development of the City's Green Building program and staff.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires: sitting, standing, walking on level or moderately inclined and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling or crouching in confined spaces; grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and observing subtle and often fine details common to construction plans. Safely negotiating construction sites and partially constructed buildings and structures and the need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds are also required. Additionally, the incumbent in this position works in all weather conditions, including wet, heat and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards and emergency situations. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- All codes involved in construction, such as California building, plumbing, electrical, mechanical, housing, and energy.
- State and Federal laws and regulations applicable to construction.
- Principles, materials and methods used in building design and construction.
- Legal procedures involved in code enforcement.
- Principles and practices of plan checking and field inspection.
- The administrative procedures related to operation of a building inspection division.
- Occupational hazards and standard safety practices.
- Organizational development, administration, budget and personnel management, including supervision and training of employees.

Abilities:

- Plans and organizes the work of the Building Inspection Division and supervises, trains and evaluates staff.
- Administers a variety of building inspection and related code enforcement activities.
- Analyzes, interprets and checks complex plans, specifications, calculations, laws, and regulations.
- Assists in preparing code ordinances and code amendments.

- Interprets and applies policies, procedures, rules and regulations as well as the California and Federal building codes and standards.
- Performs the most complex plan checks and inspections.
- Manages major projects, sets priorities, and meets deadlines.
- Identifies building code compliance requirements and makes appropriate decisions regarding corrective actions.
- Communicates building inspection requirements, policies and decisions to the public in a courteous and effective manner.
- Makes effective oral presentations to individuals and groups.
- Establishes and maintains effective working relationships with other City staff, public officials, design and construction professionals, outside agencies and the public.
- Reads and interprets blueprints and construction drawings.
- Observes safety principles and works in a safe manner; trains staff in safety methods.
- Communicates effectively both orally and in writing.

OTHER REQUIREMENTS

- Willingness to work a flexible schedule including occasional evenings, weekends and holidays.
- Willingness to respond to emergency situations during and after regularly scheduled work hours.

EDUCATION AND EXPERIENCE

Any combination of education and experience that has provided the required knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications is to possess:

- Three (3) years of experience as an advanced journey level building inspector; and
- Some supervisory experience in the building and/or construction trades. Completion of the City of Santa Cruz supervisory training program may substitute for the supervisory experience requirement.

LICENSES/CERTIFICATES

- Possession and continued maintenance of a valid California Class C driver's license and a safe driving record,

AND

- Possession within one year of appointment and continued maintenance of certification as a Building Official by the International Code Council (ICC), by the Council of American Building Officials (CABO), or other recognized testing agency as determined by the Administrative Authority.

-OR-

- Possession within one year of appointment, of a Combination Inspector or Plans Examiner certification issued by the International Code Council (ICC).

DESIRABLE QUALIFICATIONS

- AS or BS degree in Civil, Structural, Electrical or Mechanical Engineering, Architecture or a related field.
- Certification or Accreditation in Green and Sustainable Building Practices.
- Building Project Management or Building Trades Experience Relative to Building and Construction.
- Public Sector supervisory experience.

Classification No.: 764
Date of Issue: 01/06
Update: 11/09

Career Ladder

- Chief Building Official
- *Deputy Building Official*
- Sr. Building Inspector
- Building Inspector