CITY OF SANTA CRUZ
CHIEF BUILDING OFFICIAL

Reports to:	**Director of Planning and Community Development**
Supervises:	**Senior Building Inspectors, Building Inspectors, Code Compliance Specialist, and other personnel as assigned**
Bargaining Unit:	**Management**

BASIC FUNCTION

Under general direction, the Chief Building Official manages the Inspection Services Division of the Department of Planning and Community Development; trains and supervises division staff; monitors and coordinates the building permit process; oversees plan reviews and inspections to insure compliance with federal, state, and local regulations relating to construction and land use; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Chief Building Official is delegated authority by the Municipal Code to issue building permits according to City building codes; to charge and receive fees for inspections and permits; to maintain records related to inspection services; and to perform other duties of the "building official" as described in the Building and Construction Chapter of the Municipal Code, and State statutes.

TYPICAL DUTIES *(May include, but are not limited to the following):*

- Plans, schedules and supervises the work of inspectors and other division personnel; monitors inspection activities to assure high quality inspections.
- Hires, trains and evaluates division personnel; resolves technical and personnel problems as required.
- Coordinates review of development applications, building permit plans, and inspection of field work with the zoning administrator.
- Performs and oversees inspections for major projects.
- Prepares ordinances and resolutions related to City building codes.
- Develops recommendations for revisions and additions to the municipal code to improve inspection enforcement activities.
- Checks plans for compliance with municipal codes relating to construction.
- Arranges and coordinates plan reviews and inspections conducted by outside contractors; monitors the quality of work performed by outside contractors.
- Seeks code compliance where violations are discovered and coordinates with the zoning administrator in the pursuit of code enforcement.
- Issues stop work orders and citations, when appropriate.
- Provides information regarding construction codes to other city departments and advises city departments on matters involving construction codes.

- Provides information to the public about construction-related codes; assists architects, engineers, contractors and property owners in interpreting and meeting code requirements; responds to complaints and resolves more difficult inspection problems.
- Prepares administrative and technical reports for the planning director, planning commission and City Council as assigned; writes correspondence related to building inspection functions.
- Develops division policies and procedures related to building inspection as necessary for efficient operations; maintains adequate record keeping systems to assure compliance with construction codes, including clear records of authorized permit activity.
- Prepares annual budget recommendations for the Division; implements and monitors the approved budget throughout the fiscal year; maintains fiscal records regarding permit revenues and division expenditures.
- Assigns and modifies addresses in the City; coordinates the naming of right-of-ways.
- Serves as staff to the Board of Building Appeals.
- Maintains current knowledge of developments in construction codes, inspection practices, new model codes, and state law relating to construction.
- Represents the City in meetings with architects, contractors, state and local officials, community groups, members of the public, and in court.

MINIMUM QUALIFICATIONS (Knowledge, Skills and Abilities)

Comprehensive Knowledge:
- All codes involved in construction, including uniform building, plumbing, electrical, mechanical, housing, energy and others.
- State and federal laws and regulations applicable to construction.
- The principles, materials and methods used in building design and construction.
- The legal procedures involved in code enforcement.

Demonstrated Abilities:
- Plan, coordinate, and supervise the work of others.
- Develop effective operational and record keeping-systems.
- Write clear and comprehensive reports and correspondence on administrative and technical issues.
- Develop and control operational budgets.
- Read and interpret blueprints and construction drawings.
- Identify building code compliance requirements and make appropriate decisions regarding corrective actions.
- Make effective oral presentations to individuals and groups.
- Interpret, apply and explain construction-related codes, regulations, policies.
- Establish and maintain effective working relationships with other City staff, public officials, construction professionals, outside agencies and the public.

- Communicate building inspection requirements, policies and decisions to the public in a courteous and effective manner.
- Physical ability to bend, stoop, crawl, climb and lift as required to perform inspections (as determined by a pre-employment physical exam).

Education and Experience

Any combination of education and experience that provides the skills, knowledge and abilities shown above is qualifying. Typical ways to obtain these requirements are:

- Bachelor's degree in structural engineering, architecture or a related field; and three (3) years experience as a building inspector, including one year at a supervisory level.

-or-

- Four (4) years of experience as a senior level building inspector, which includes supervisory responsibility.

-or-

- Two (2) years of experience as a senior level building inspector, which includes supervisory responsibility; and four (4) years as a licensed general contractor.

-or-

- Two (2) years of experience equivalent to the City of Santa Cruz Deputy Building Official classification.

Licenses and Certificates

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and safe driving record.
- Possession within one year of appointment and continued maintenance of certification as a Building Official by the Council of American Building Officials (CABO) or other recognized testing agency as determined by the Administrative Authority.

Classification No:	711
Date of Issue:	9/97
Supersedes:	4/88
Update:	2/09

Career Path

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