

CITY OF SANTA ANA  
JOB DESCRIPTION

JOB TITLE

Building Safety Manager (MM)

JOB CODE

00940

DEPARTMENT

Planning and Building Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director Planning and  
Building Agency

JOB SUMMARY

Under direction of the Executive Director of the Planning and Building Agency, the Building Safety Manager administers the City's building inspection, permits and plan check activities and related technical services.

| <u>TASK #</u> | <u>DESCRIPTION</u>   | <u>PERCENT</u> |
|---------------|--|----------------|
| 1             | Plans, organizes, directs and monitors the work activities of the division; meets with staff to identify and resolve issues.   | 25%            |
| 2             | Establishes divisional operating policies and procedures.  | 15%            |
| 3             | Administers uniform building codes, making the more complex technical decisions, and assists in the formulation, development and implementation of policies, programs and priorities for the Agency. | 15%            |
| 4             | Reviews building and codes and policies for revisions and changes; reviews new areas of technology for update in policies, regulations, and training for employees.                                  | 10%            |
| 5             | Coordinates activities of divisions with other City departments and governmental agencies.   | 8%             |
| 6             | Manages the development and administration of the annual budget for code building inspection, permits and plan check sections of Agency.   | 10%            |
| 7             | Supervises, evaluates and monitors the performance of the division's personnel.  | 5%             |

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|----|--|----|
| 8  | Oversees the recruitment, selection, training, development and evaluation of management, supervisory and key line staff. | 5% |
| 9  | Establishes division goals and objectives, incorporating TQS principles into division procedures and practices.          | 7% |
| 10 | Performs other related duties as required.   |    |

RECOMMENDED MINIMUM QUALIFICATIONS:

Five years of increasingly responsible supervisory and management experience, including at least 3 years of broad building safety experience in a municipal or county government. Education equivalent to graduation from a four year college with a Bachelor's Degree in architecture, engineering or a related field can be used in conjunction with experience and training which provides the following knowledge, skills and abilities:

Knowledge of: structural design, plan check, building inspection, construction methodologies, Federal and California state laws, county and city building codes and inspection modalities.

Ability to: analyze data, develop and implement plans of action; write memorandums, reports and managerial proposals; prepare and present effective oral and written reports; maintain effective working relationships with staff, elected officials, citizens and developers.

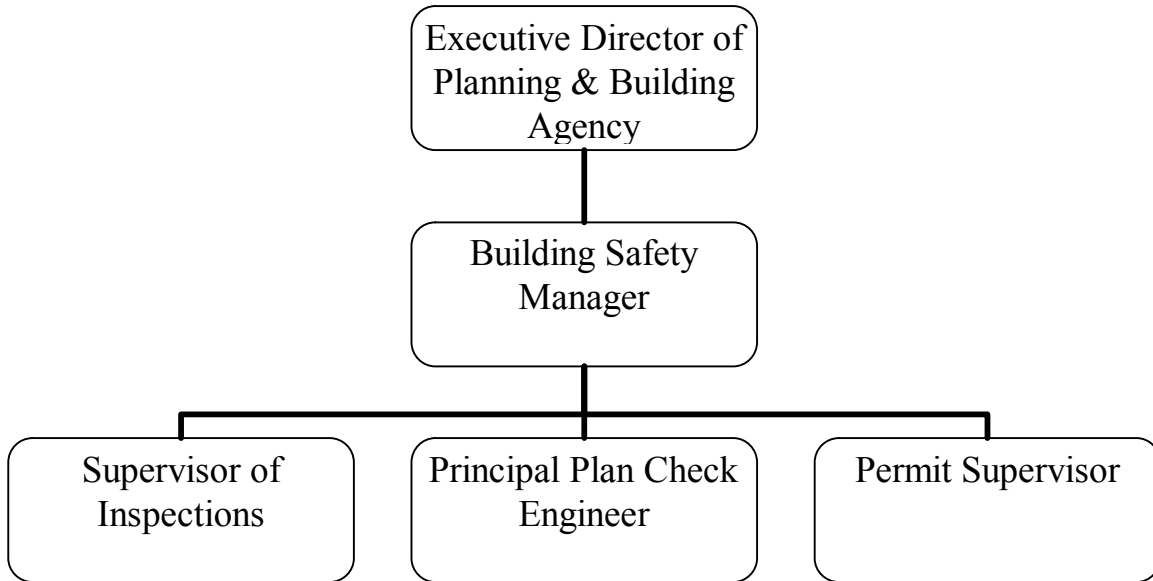
SPECIAL MINIMUM REQUIREMENT:

Possession of an I.C.B.O. certificate as a Certified Building Official is required.

DESIRABLE CHARACTERISTICS:

The successful performer is a well-organized, systems oriented self-starter, combining thorough knowledge of construction trades with excellent public relation skills in order to resolve complex development issues in a manner acceptable to developers, yet in the best interests of the City.

ORGANIZATIONAL RELATIONSHIPS



Class title change from Inspections Manager (MM) per Council Resolution No. 93-095, effective 1-1-94

Approved: 10/92

Revised: 1/07

ADA Approved: 1/94