

CITY OF SANTA ANA

JOB TITLE

Deputy Building Official/New Construction (MM)

JOB CODE

02250

DEPARTMENT

Planning & Building Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director of Planning &
Building Safety

JOB SUMMARY

Under general direction, manages the daily operations of the New Construction section of the Planning & Building Agency's Building Safety Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Coordinates and supervises the inspection of residential, commercial and industrial construction. Analyzes and evaluates methods and productivity; develops new procedures as appropriate. Ensures that section activities are performed in accordance with appropriate codes, regulations and policies. Assigns, trains, supervises and evaluates the work of assigned staff. Conducts and coordinates training in code regulations and inspection processes. Reviews and resolves difficult and complex inspection and enforcement problems, issues and conflicts; guides staff in making complex interpretations and decisions. Performs field inspections of more complex or controversial sites. Assumes the role of Building Official in regard to field inspection issues as delegated; represents the Building Official as required. Coordinates activities with other divisions, outside agencies, and the general public. Conducts and participates in meetings with the public, City officials, and City boards and commissions; represents department directors as required. Develops and implements section goals, objectives, policies and work standards. Conducts studies and prepares reports, memos, and correspondence on code compliance and inspection matters. Assists in budget preparation. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class is distinguished from the Supervisor of Inspections (AM) by its full management responsibilities, including its authority to make professional code interpretations and policy decisions in the capacity of Building Official as delegated by the Executive Director of Planning & Building Safety. It is distinguished from the Building Safety Manager in that the latter class oversees the New Construction Section as well as the plan check and permit counter operations, whereas the Deputy Building Official/New Construction oversees the New Construction Section only.

MINIMUM DESIREABLE QUALIFICATIONS

Five years of increasingly responsible experience in building inspection and enforcement of codes and City ordinances, including at least three years of supervisory experience, or any equivalent combination of training and experience which provide the knowledge, skills and abilities listed below. A Bachelor’s degree in management, architecture or a related field may be used in combination with experience to meet the minimum qualifications.

Knowledge of: All codes involved in construction, such as uniform building, plumbing, electrical and mechanical; state and federal laws and regulations applicable to construction and occupancy standards; principles, materials and methods used in building design and inspection; safety standards and practices; principles and practices of supervision.

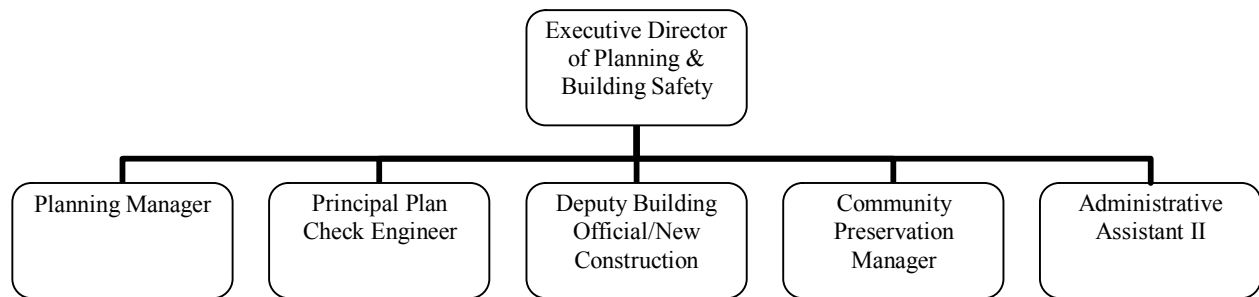
Skill in: performing complex inspections

Ability to: understand and interpret current and proposed codes and related regulations; read and interpret blueprints and specifications; manage major projects and meet deadlines; resolve inspection issues and conflicts; adapt to changing technologies and learn functionality of new equipment and systems; supervise, direct and coordinate the work of staff; develop effective training programs; communicate clearly and diplomatically both orally and in writing; establish and maintain effective working relationships with construction professionals, City officials and staff, homeowners and the public.

Special Minimum Requirement

Possession and retention of a valid California Class C Driver’s License. Possession of a certificate as a Certified Building Official from either CALBO or ICBO/ICC.

ORGANIZATIONAL RELATIONSHIPS



Class title established per Council Resolution No. 2007-045, effective 7-01-07

Class Spec approved: 07/07
ADA approved: 07/07