

CITY OF SAN JUAN CAPISTRANO

BUILDING AND CODE ENFORCEMENT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage, and oversee the activities and operations of the Building and Code Enforcement Divisions within the Community Development Department; to coordinate assigned activities with other City Departments and outside agencies; to serve as the City's Building Official, and to provide highly responsible and complex administrative support to the Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Development Director.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, directs, and manages all activities and operations of the Building and Code Enforcement Division including building inspection and code compliance; develops projects, including plans, maps, and the establishes conditions for improvement including financial obligations; recommends and administers policies ad procedures.
2. Manages and participates in the development and implementation of Building and Code Enforcement Division's goals, objectives, policies, and priorities.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs, coordinates, and reviews the Building and Code Enforcement Division's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Participates in the development and administration of the Division's budget; forecast funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.

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8. Supervises and directs inspections of complex building construction, plumbing, and electrical installations; interprets and enforces City building codes; recommends and implements new codes.
9. Reviews and approves building plans; confers with developers, architects, engineers, builders, and contractors; performs plan checks; ensures compliance with Federal, State, and local codes; recommends modifications as necessary.
10. Serves as a liaison between the Divisions and other City divisions, departments, and outside agencies; coordinates activities with those of other departments and outside agencies and organizations.
11. Serves as staff on a variety of boards, commissions, committees; prepares and present staff reports and other necessary correspondence.
12. Provides staff assistance to the Community Development Director.
13. Responds to and resolve difficult, sensitive citizen inquiries and complaints.
14. Researches and prepares grant proposals; makes presentations as required.
15. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive building inspection program.
- Principles and practices of structural and municipal engineering.
- Principles of mathematics as applied to building and engineering work.
- Recent developments, current literature, and sources of information regarding building industry and code enforcement.
- Construction principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Principles and practices of program development and administration.
- Modern and complex techniques and practices of building construction.
- Soil and geology as applied to grading construction.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations including construction law, uniform building codes, and electrical codes.

Skill in:

- Planning, organizing, directing, and coordinating the work of lower level staff.
- Selecting, supervising, training, and evaluating staff.
- Delegating authority and responsibility.
- Overseeing and directing the operations, services, and activities of Building and Code Enforcement Divisions.
- Reading, interpreting, and analyzing electrical, structural, plumbing and mechanical plans.
- Identifying and responding to community and City Council issues, concerns and needs.
- Developing and administering departmental goals, objectives, and procedures.
- Preparing and administering large and complex budgets.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implement recommendations in support of goals.
- Researching, analyzing, and evaluating new service delivery methods and techniques.

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- Interpreting and applying Federal, State, and local policies, laws, and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Resolving engineering, regulatory and system design questions.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in building inspection or construction including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in architecture, civil engineering, public administration, or a related field.

Licenses or Certifications:

- Possession of International Code Council (ICC) Building Official Certificate.
- Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office, field, and construction site environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, and gases; extensive contact with the public, developers, and contractors.

Physical Conditions:

Essential functions may require maintaining a physical condition necessary for sitting, standing, and walking for prolonged periods of time; visual acuity for reading engineering drawings and plans; operating motorized vehicles.