

CITY OF SIMI VALLEY

DEPUTY BUILDING OFFICIAL/PLAN CHECK

*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.*

SUMMARY DESCRIPTION

Under general direction, supervises, assigns, reviews, and participates in the work of the Plan Check and Permit Issuance Section of the Building and Safety Division; oversees and conducts plan check reviews and approves plans for permit issuance; supervises and coordinates the conduct of safety, accessibility, and structural plan checks on plans submitted for building permit applications; coordinates assigned activities with other divisions, outside agencies and the general public; assumes responsibilities of the Building Official in the absence of same; and provides highly responsible and complex staff assistance to the Deputy Director/Building Official.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the organization, staffing and operational activities for all plan check, plan reviews and permit issuance processes for structural integrity and code compliance.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Establish schedules and methods for providing plan check and permit issuance services; identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for all plan check and permit issuance personnel; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Perform the more difficult and complex engineering tasks related to building plan checking; review complex and difficult construction plans for residential, commercial and industrial structures to ensure compliance with building, fire, environmental, flood hazard, and related codes; approve plans for permit issuance.
6. Review and verify engineering calculations and architectural plans and related items to ensure compliance with applicable codes and ordinances; identify corrections for both plans and calculations; communicate in writing with engineers, architects, and others regarding plan review findings and proposed corrections.
7. Explain, interpret, and provide guidance to the public, architects, engineers, contractors, developers, owners and other related parties regarding applicable codes and regulations; resolve highly complex and sensitive customer service issues.
8. Supervise and participate in the operations of the public counter, ensuring the provisions of excellent customer service; supervise, coordinate and develop the automated permit tracking systems.

CITY OF SIMI VALLEY
Deputy Building Official (*Continued*)

9. Review, analyze, and evaluate management systems and procedures; develop program procedures and procedural manuals.
10. Select, train, motivate and evaluate plan check and permit issuance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
12. Provide highly responsible and complex staff assistance to the Deputy Director/Building Official; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
13. Coordinate Building and Safety Division activities with those of other divisions and outside agencies and organizations.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of plan check engineering and permit issuance.
15. Serve as Deputy Director/Building Official in his/her absence.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of a municipal plan check and permit issuance program.
Engineering procedures, terminology, principles and theories as related to the structural components of buildings and structures.
Architectural design procedures.
Modern and complex principles and practices of construction plan checking.
Automated permit tracking and workflow systems.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise and direct the City's plan check operations and services.
Select, supervise, train and evaluate staff.
Read, interpret and explain architectural, structural, and civil engineering plans, construction specifications, and procedures to ensure conformance with building codes and other related regulations.
Interpret and explain City plan check and permit issuance policies and procedures.
Prepare clear and concise reports.
Check engineering/architectural computations and calculations with the codes related to structural stability of buildings and structures.
Resolve building plan check and permit issuance problems with staff and the general public.
Understand and implement concepts of automated permit tracking and workflow systems.
Adapt to changing technologies and learn functionality of new equipment and systems.
Make presentations before boards, councils, and commissions.

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

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

Experience:

Four years of related engineering, structural plan checking and permit issuance experience including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of registration as a Professional Engineer or Architect in the State of California.

Possession of, and ability to maintain, ICBO certification as a Plans Examiner.

Possession of, or ability to obtain, certification as a Building Official within one year of employment.

Registration as a Structural Engineer in the State of California desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; office, construction site and field environment; exposure noise, dust and electrical energy.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; light to moderate lifting and carrying; sitting, standing and walking for prolonged periods of time; operating motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.