

# CITY OF SIMI VALLEY

## DEPUTY BUILDING OFFICIAL/BUILDING INSPECTIONS

*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 and coordinates building and zoning code inspection activities and operations within the Building Inspection Section of the Building and Safety Division; 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 commercial, residential and industrial inspections.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. 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 building inspection services and activities; 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. Review construction plans, drawings and specifications to ascertain compliance with building codes.
6. Conduct field inspections of complicated or highly technical situations.
7. Ensure consistent and appropriate interpretation of the building codes and City ordinances.
8. Meet with architects, engineers, contractors and property owners regarding pre-construction requirements.
9. Coordinate the development and enhancement of automated permit tracking and inspection tracking systems.
10. Review, analyze, and evaluate management systems and procedures; develop program procedures and procedural manuals.
11. Select, train, motivate and evaluate inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

12. 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.
13. Provide 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.
14. Coordinate Building and Safety Division activities with those of other divisions and outside agencies and organizations.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building and zoning code enforcement.
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 building code enforcement program.  
Building, plumbing, mechanical, and electrical codes.  
Modern and complex principles and practices of construction plan checking.  
Methods and techniques of building inspection.  
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, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Read and interpret engineering and architectural drawings, plans and specifications.  
Interpret and explain City building inspection policies and procedures.  
Prepare clear and concise reports.  
Provide technical review of draft legislation affecting the City's building inspection program.  
Resolve building plan check and inspection related 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, public administration or a related field

#### **Experience:**

Four years of responsible building inspection 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, or ability to obtain, certification as a Building Official within one year of employment.

**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.