



## BUILDING DIVISION SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

Under general supervision of the Chief Building Official, plans, assigns, trains, and supervises the Building Division, which includes plans examination and building inspection. Oversee all plan review functions relating to building construction within the City and ensure compliance with City codes, State laws and accepted engineering practices. Oversee the inspection of routine and complex structures, including repairs, alterations, and building systems for compliance with building, plumbing, electrical and mechanical codes, and California energy and accessibility laws.

### DISTINGUISHING CHARACTERISTICS:

The Building Division Supervisor is the advanced-level classification in the Community Development Building Classification. Incumbents work under general direction and frequently work independently with building inspections and in plan review functions related to building construction to ensure compliance with applicable codes and laws and building inspections including assisting in the plan review and performance evaluation of the work of subordinates, giving recommendations on discipline, and providing training. This class is distinguished from the Chief Building Official in that the latter is responsible for overall management and full supervisory responsibility for the Building Division.

### SUPERVISION RECEIVED/EXERCISED:

Receives general directions from the Chief Building Official. Exercises technical, functional and leads supervision over building inspectors and other assigned personnel, as required.

### ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Plans, prioritizes, assigns, supervises, trains, evaluates, and participates in the work of staff responsible for plans examination and building inspection.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Provides leadership and works with staff to ensure a customer service-oriented environment that supports achieving the organizational mission, objectives, and values.
- Reviews architectural and structural construction drawings, structural calculations, and engineering reports for compliance with construction codes, local ordinances, and state laws; provides clear and understandable written responses related to review; approves corrected architectural and structural drawings and related reports for permit issuance.
- Reviews third-party consultants' plan check comments, comment response times and the plan review process to ensure conformance with City codes and State building laws.
- Conducts audits of third-party consultant plan checks for all commercial and other complex structures, reviews structural calculations, fire resistive requirements, earthquake/wind resistance, and soils engineering for code compliance and safety.

- Reviews and responds to developers, design professionals and permit applicants who dispute the validity of plan review comments as it relates to the Building Safety Division; resolves plan check disputes between third-party consultants and the design professional/permit applicant.
- Interprets and explains building and energy code requirements to architects, contractors, engineers, property owners, construction inspectors and City staff; provides preliminary plan review, as required.
- Provides final approval and electronic stamping of plans before permit issuance, including review of applied fees; ensures coordination with other City departments and outside agencies.
- Attends meetings with permit applicants for clarification of review comments and verification of corrections.
- Conducts field inspections as required and resolves complaints, problems and conflicts related to inspection work; performs building investigations and follow-ups for special occupancies or change of occupancies; coordinates compliance actions when necessary.
- Performs difficult and highly complex inspections of industrial, commercial, and residential buildings during various stages of construction, repair, and remodeling to assure compliance with applicable City, County, State and federal codes and regulations; conducts building inspections of prefabricated trailers and homes on permanent foundations.
- Conducts field review of plans and specifications; ensures proper and safe installation of routine and complex building systems.
- Ensure that daily inspection requests are properly distributed so that all scheduled inspections are performed, and inspection data entries are properly completed; coordinates special requests for late or delayed inspections; monitors field inspections for consistency; ensures expired permits are up to date.
- Advises assigned staff on plan submittal, routing and record requirements, proper fee determination and approval status for permit issuance; provides technical guidance to assigned staff.
- Reviews test reports from laboratories conducted on construction materials and interpret reports in terms of City codes and regulations.
- Maintains building plans and records related to the Plan Check function and field inspections.
- Prepares a variety of written correspondence, reports, draft policies and procedures, and ordinances as required; prepares analysis of structural conditions of existing buildings.
- Performs structural observations of buildings in matters related to emergency or disaster responses to ensure safe occupancy of buildings and structures.
- Uses the discretion(s) granted in the code to approve projects while ensuring minimum health and safety requirements are achieved; develops creative solutions to challenging situations.
- Provides excellent customer service.
- Coordinates training of staff to ensure that knowledge of new codes and State laws is up-to-date, and a high level of competency is maintained.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Monitors expenditures, ensures proper budget coding on work orders, invoices, requisitions, and employee timecards.
- Keeps informed on new laws, current code changes and new methods and materials for building construction.
- Assists with community promotions and public information.
- May serve as Acting Chief Building Official during their absence.
- Performs other duties as required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:**

- Operations, services, and activities of plans examination and building inspection services
- Methods and techniques of supervision, evaluation, training and motivation
- Construction codes, including building, plumbing, mechanical and electrical
- California building laws including accessibility, energy, green building standards, and mobile homes
- Structural engineering principles and current practices relating to wood, steel, concrete and masonry buildings
- Current construction materials, practices and inspection procedures for buildings
- Seismic rehabilitation methods, preservation techniques and the State Historical Building Code
- Federal, state and local regulations pertaining to building construction, including but not limited to: disabled access, energy conservation, housing and property maintenance, code adoption and the licensing of design professionals and contractors
- Mobile Home Park Act and related regulations
- Effective customer service techniques
- Principles and practices of training and development
- Methods and techniques of basic report preparation and writing, including English usage, spelling and grammar
- Office procedures and equipment, including computer software applications
- Methods and techniques of record keeping.

**Ability to:**

- Plan, organize, direct, train and evaluate the work of subordinate staff
- Provide highly technical support for plans examination and building inspection services
- Oversee multiple projects, tasks, and priorities to achieve desired goals
- Make sound judgments in the interpretation of uniform codes and California building laws
- Read, interpret and review complex building construction plans and calculations
- Make engineering computations and analyses to check structural designs for conformance to the building code and acceptable standards of practice for moderate to highly complex projects
- Train professional, technical, and clerical personnel
- Develop work programs
- Create plan review correction sheets
- Review and evaluate material test reports, structural observation reports, soils reports and appeals for alternate methods of construction or equivalency of alternatives
- Perform field inspections during all phases of building construction and identify violations of building or energy codes and related ordinances for moderate to highly complex projects
- Prepare clear and concise written correspondence and reports
- Recommend and implement goals and objectives, policies and procedures
- Maintain accurate records
- Work independently within established guidelines
- Deal effectively with contractors, engineers, architects and the general public
- Resolve conflicts and develop effective solutions to problems
- Communicate effectively both orally and in writing

- Establish and maintain effective working relationships with peers, superiors and the public.

**Skill to:**

- Use personal computer and relevant software applications, including knowledge of current web-based permit tracking software and electronic plan review solutions

**QUALIFICATIONS** *(The following are a representative sample of the qualifications necessary to perform the essential duties of the position.)*

**Education and Experience:**

Sufficient education and experience to perform the above duties safely and efficiently. Typically, this includes equivalent to a bachelor's degree in civil or structural engineering, architecture, or a closely related field, and three years of increasingly responsible experience which includes plan check, and electrical, plumbing, mechanical and building inspection duties. Supervisory or lead experience is required.

**License and Certifications:**

Possession of a valid Class C driver's license. Possession of one of the following valid certifications issued by the International Code Council (ICC) prior to appointment: R5 – Residential Combination Inspector Certification, C5 – Commercial Combination Inspector Certification, B3 – Building Plans Examiner Certification, C3 – Combination Plans Examiner Certification, or R3 – Residential Plans Examiner Certification. Within six months following appointment, must obtain a valid Combination Inspector Certification – ICC C5 or C8, or a valid Plans Examiner Certification – ICC C3.

**SPECIAL REQUIREMENTS**

Requires working cooperatively with others; works in indoor office conditions and the field, in seasonal climate and weather conditions; with exposure to construction noise, equipment, dust, and debris; may drive a vehicle to different locations; works under pressure, in potentially stressful situations; exposed to dust, dirt, wood shavings, toxic chemicals, electrical energy, solvents, hostile persons, and computer screen; requires sufficient vision, hearing, and stamina to perform the above job duties.