

## **BUILDING SERVICES MANAGER**

### **DEFINITION**

Under administrative direction, plans, organizes and coordinates functional areas of the Building Department; acts as the Director of Building and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises direct supervision over professional, management, technical and clerical staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

Plans, organizes, and directs the day-to-day operations of assigned functional areas within the department.

Acts as the Building Director; represents the Department to the public, other City departments, businesses, boards and commissions; conducts or attends a variety of committee, commission, and staff-related meetings.

Develops, evaluates and implements policies, procedures, standards, goals, and objectives for assigned functions.

Prepares, approves, and oversees the management of division budgets; reviews, monitors and approves expenditures; recommends and oversees resolution of budget variances during the year; provides for the establishment and management of contracts for services, materials, and equipment.

Coordinates the work of the department with other departments, and agencies.

Manages and participates in personnel actions, including selection of employees, performance management and appraisal, and preparation of justification for merit recognition or discipline; recommends and implements approved disciplinary actions; provides for employee training and development.

Evaluates complex problems related to building and grading codes and determines and implements appropriate courses of action.

Prepares or reviews various reports and written materials; reviews, evaluates and recommends City positions on proposed legislation.

Performs field inspection functions such as the rental registration and inspection program or building permit inspections consistent with International Code Council (ICC) certifications held.

### **OTHER JOB-RELATED DUTIES**

Performs related duties and responsibilities as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of organizational development, budget and fiscal administration and management.

Legal processes and considerations in prosecuting violations of building codes and ordinances.

Principles and practices of effective administration, program management, and personnel management including supervision, employee selection, evaluation, training, development and discipline.

California Building Standards Code and other federal, state, and local laws, regulations, and ordinances pertaining to building design, construction inspection and code enforcement activities.

Operations and functions of city government and interrelationships with other agencies.

Personal computers and common computer business software programs

#### **Skill to:**

Plan, direct and manage the goals, objectives, policies, programs of a comprehensive building inspection and code enforcement operation.

Plan, manage, direct, supervise, evaluate, train, and develop the work of subordinate professional, technical and clerical staff.

Analyze situations and problems accurately, identify alternative solutions, project consequences of proposed action and implement effective course of action in support of solution.

Read and interpret contract plans, specifications and documents; interpret accurately and make decisions in accordance with appropriate rules, laws, regulations and policies.

Formulate policies and procedures designed to provide effective and efficient public service levels.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with the general public, contractors, architects, engineers, City officials, property owners, developers, attorneys and others contacted in the course of performing assigned duties.

**Ability to:**

Work effectively with the public using tact and good judgment under sometimes tense and emotionally charged situations; provide exceptional customer service; maintain effective, tactful, and courteous working relationships with the general public, homeowners, contractors, and City staff.

Work without close supervision and use discretion in making decisions; solve difficult and complex issues; work on multiple projects and effectively set priorities.

Maintain accurate records and prepare clear and concise correspondence and reports; exercise initiative and sound independent judgment within established guidelines. Effectively apply the required knowledge and skills in the daily performance of assigned duties.

Perform inspections to new building sites and existing locations by applying technical knowledge and following proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices and determine compliance with codes and regulations.

Explain technical subjects to non-technical individuals.

Supervise assigned staff.

Acquire knowledge of overall Building Division operations and applicable department and City operations.

Learn and operate the division's permit tracking computer.

Learn the street layout and topography of the City of Clearlake.

**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:**

Three years of experience working for a public agency in the building department which includes combination building inspection related work of industrial/commercial/residential projects, including one year of administrative and supervisory responsibility.

**Training:**

High school graduate or GED equivalent.

**License or Certificate:**

Possession of or ability to obtain within one year, I.C.B.I. certification,

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

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

**Physical Demands:**

Sitting, standing, walking, stooping and bending; some exposure to cold, heat, noise, outdoors, dust, mechanical hazards, and explosive materials. Ability to work in an office environment. Must also be able to lift 25 pounds.

**Working Conditions:**

Ability to work in a standard office environment with ability to travel to different sites and exposure to outdoors.

**Effective Date:**