

## CITY OF CLEARLAKE

### CHIEF BUILDING INSPECTOR/PLANS EXAMINER

#### **DEFINITION**

Under general direction, to supervise, assign, review and participate in the work of staff responsible for providing plan checking, building inspection and permit issuance services; to perform advanced level building inspection and plans examining duties; and to provide responsible staff assistance to the [City Manager](#)/Director of Community Development.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over building inspection and clerical staff.

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

Plan, prioritize, assign, supervise and review the work of staff responsible for providing plan checking, building inspection and permit issuance services within the Community Development Department.

Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare various reports on operations and activities.

Recommend and assist in the implementation of Building Division goals and objectives; establish schedules and methods for providing assigned services; assist in the development and implementation of policies and procedures.

Participate in the development and implementation of the Building Division work plan; supervise and perform complex building inspection duties in various trade specialties including plumbing, electrical, mechanical, structural and finish work; review and evaluate assigned services, methods and procedures.

Participate in preparing the Building Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies, participate in the administration of the approved budget.

Check plans submitted for residential dwelling units, commercial, office and manufacturing buildings, signs, walls, fences and other structures for compliance with the Uniform Building Code and related regulations; make calculations and computations to determine compliance with pertinent structural, safety, fire and health regulations; approve plans and issue permits for the work to be performed.

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

Confer with owners, builders architects, engineers, developers, contractors, a variety of agencies and the general public in acquiring information, coordinating building inspection and plan review matters, and advising as to the content and interpretation of pertinent regulations.

Serve as a liaison for the Building Division with other City departments, divisions, contractors, builders, developers and outside agencies; negotiate and resolve significant and controversial issues.

Administer, interpret and enforce the provisions of the building code and other municipal regulations as they apply to building matters; prepare and recommend modifications to building code provisions.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Building Division programs, policies, and procedures as appropriate.

Provide complex technical and administrative support to the [City Manager](#)/Director of Community Development and City Council on building related matters; direct special projects and research as assigned.

Develop and review staff reports related to building inspection and plan review; present reports to a variety of commissions, committees boards and the City Council.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of building inspection and plans examining.

Respond to and resolve difficult and sensitive citizens inquiries and complaints.

## **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a building inspection and plans examining program.

Principles of supervision, training and performance evaluation.

Modern principles and practices of building inspection and plans examining.

Methods and techniques of effective technical report preparation and presentation.

Research methods and sources of information related to building inspection and plans examining.

Recent developments, current literature and sources of information related to building inspection and plans examining.

Municipal budgeting procedures and techniques.

Pertinent Federal, State, and local laws, codes and regulations including the Uniform Building, Plumbing, Mechanical, and Electrical Codes.

Civil engineering principles, practices, and methods as related to structural engineering.

Principles of structural design, engineering mathematics and soil engineering.

Methods, materials, techniques and equipment used in the construction of facilities.

Safe work practices.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise, train and evaluate assigned building inspection and clerical staff.

Analyze and develop policies related to building inspection and plans examining.

Interpret apply and ensure compliance with Federal, State and local rules, laws and regulations.

Identify, coordinate, and resolve a wide variety of interests in the development and enforcement of building codes and Department policy.

Prepare and analyze technical and administrative reports, statements and correspondence.

Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.

Interpret building inspection policies and procedures to contractors, homeowners and the general public.

Prepare ordinances and code amendments.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious 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:**

Four years of increasingly responsible experience in the design, construction and inspection of public, commercial, industrial and residential buildings including one year of administrative and supervisory responsibility.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in architecture, construction technology, civil engineering, or related field.

**License or Certificates:**

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

Possession of I.C.B.O. certification as a combination building inspector and plans examiner.

**Special Requirements:**

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

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 25 lbs; exposure to noise, outdoors, confining work space, electrical hazards, mechanical hazards and dust.

Effective: ~~July 1, 1998~~ [January 18, 2024](#)