

City of South San Francisco
Human Resources Department

Deputy Director of ECD/Building Official
Class Description

Definition

Under administrative direction from the Economic and Community Development Director, uses operational decision making in the direction and coordination of work in the Building Division; plans, organizes, manages and directs the review and implementation of the City's major Building Division projects; provides effective responsiveness to the public sector and/or other client needs; prepares and presents reports to the Economic and Community Development Director on activities, issues, and needs of the division; develops and implements policies, goals, and objectives and ensure enforcement of all applicable laws, ordinances and regulations; provides highly responsible and complex administrative support to the Economic and Community Development Director; serves as the acting Director as assigned; and performs related duties as assigned.

Distinguishing Characteristics

Reporting to the Department Head, the Deputy Director manages, supervises, develops, maintains, directs, and coordinates the activities of the division whose functions include providing direct public services. This class is distinguished from the next lower-level classification in that it has primary responsibility for managing the division.

Typical and Important Duties

1. Manages the operations of the Building Division, including permit processing, building inspection, plans examination, and other building and life safety related issues to provide outstanding customer services and ensuring compliance with all applicable codes, ordinances, and regulations.
2. Develops and implements goals, objectives, policies, procedures and work standards to enhance the delivery of building services and to ensure administrative accountability.
3. Directs the preparation of complex studies and reports relating to current and long-range building services issues and formulate specific proposals to address them.
4. Manages all personnel issues for Division staff (e.g., hiring, training, evaluations, etc.).
5. Monitors and evaluates operational issues within the department, and recommends or implements policy and procedure improvements. Assists with strategic planning, budgeting and organizational initiatives for the department. Prepares timely, complete, accurate, and concise written technical reports and correspondence.
6. Interprets building, housing, state-mandated, and other applicable codes adopted or enforced by the City related to the construction and life safety of buildings and its occupants. Ensures buildings are constructed in accordance with approved plans and in accordance applicable codes, regulations, and ordinances.
7. Manages the Division's budget, monitors expenditures and makes adjustments accordingly, and develops and maintains established service levels and objectives.

8. Leads or helps to facilitate inter-departmental projects and initiatives, such as planning for key Downtown infrastructure projects, Capital Improvement Program projects, opportunities to implement new technology and other ways to improve customer service and efficiency, master planning of large scale developments, and other initiatives.
9. Represents the Economic and Community Development Department to other City departments, government agencies, community members, and business representatives.
10. Oversees the selection and administration of major long-term contracts.
11. Performs plan checking, site inspections, and issues Certificate of Occupancy, as necessary.
12. Provides technical assistance and information to a variety of boards, commissions, and committees. Prepares and presents a variety of reports to the City Council, Planning Commission, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.
13. Plays key role in the City's Emergency Operations Center. Coordinates and supervises damage assessment teams and operations; inspects and collects field data; reports findings in time of disaster. .
14. Represents the City at professional and technical meetings; provides comments and analysis concerning new and revised codes and standards; ensures that best practices are implemented.
15. Coordinates the preparation, training, and implementation of new or revised policies, standards, and regulations.
16. Performs other related work as required.

Job-related Qualifications

Knowledge of:

- Federal, state, county, and local codes, ordinances, and regulations relating to Construction Codes (building, electrical, mechanical, plumbing, and others).
- Principles, practices, and techniques of construction, inspection, design, and safety standards.
- Principles and techniques of effective customer service.
- Principles of management, supervision, training, and employee development.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Construction practices, methods, and materials.
- Construction codes (building, plumbing, electrical, mechanical), municipal zoning/land use regulations; and Federal and State regulations.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles, practices, and techniques of training, including adult learning concepts.
- Internal functioning of City government and community needs.
- Principles and practices of project management, administrative analysis, and report preparation.
- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.

- Computer applications related to areas of assignment, including word-processing, spreadsheet, presentations, and database applications.
- Standard office practices and procedures, including automated records management.
- Techniques for dealing with the City staff, representatives of other agencies, organizations, and the public, and resolving problems tactfully and effectively.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Modern technology uses in a building division

Ability to:

- Analyze, interpret, and accurately check building plans and specifications for compliance with intended codes, ordinances, and regulations.
- Manage, plan, organize, supervise, direct, and evaluate work of professional, technical, and clerical staff and contract personnel.
- Understand and comply with federal, state, local, City, and departmental rules and regulations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare clear, concise, and comprehensive administrative and financial oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Develop and implement improvements to systems and operations.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Acquire a thorough knowledge of department policies and a working knowledge of applicable City policies; formulate and administer sound operational policy.
- Exercise sound independent judgment within general policy guidelines.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work such as employees, officials, other public agencies, and the public.
- Organize own work, set priorities; meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Take a proactive approach to customer service issues; promote and demonstrate a high level of customer service.
- Provide alternative solutions to resolve issues while maintaining the highest standards of health and safety.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.

- Maintain confidentiality regarding sensitive information.

Skill in:

- Negotiation and mediation
- Team building
- Community Relations
- Resolving problems related to technical issues.
- Using a personal computer, associated software, and modern equipment used in a building division.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible experience in building inspection, building design, plan checking, or similar fields in a comparable municipality with at least two years in a supervisory capacity.

Training: A bachelor's degree from an accredited college or university with major coursework in building construction and/or design, civil engineering, architecture, or a closely related field.

Licenses and Certificates

All licenses and certificate must be maintained as a condition of employment:

- Possession of, or ability to obtain, an appropriate valid California driver's license and a satisfactory driving record.
- Possession of an International Code Council's (ICC) Certification as a Building Official.
- Possession of other ICC certifications is highly desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; use standard office equipment, including a computer; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

Work Environment: Work in standard office environment or field setting; exposure to cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, and work in attics and crawlspaces; walk on pitched and flat roofs.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended

hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

Approved: October 1995
Revised Date: June 2016, September 2016
Former Titles: Fire Marshal/Chief Building Official, City Building Official
Abolished:
Bargaining Unit: Mid-management
ADA Review: 1994/95; September 2001, April 2002
DOT: No
Physical: Class 3
Status: Unclassified/exempt
EEOC Category: EF5\EJ4
Job Code: M210

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. MAE
7. OAE
8. OAE
9. MAE
10. OAE
11. MME
12. SDE
13. OAE
14. MAE
15. MAE
16. OAE
17. MAE
18. SDE
19. SDE