Town of Hillsborough Position Description
Chief Building Official

Department: Building And Planning
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 11/20/07

GENERAL PURPOSE

Manages, organizes, plans and coordinates the work of the Building and Safety division including plan review, building inspection, enforcement, and permit processing and the public counter staff serving the Community Development Services department; provides highly responsible, professional technical expertise, guidance and support to assure compliance with standards to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location and maintenance of structures and performs other job related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: - Duties may include, but are not limited to the following:

- Recommends and implements goals, objectives, policies and procedures.
- Manages, oversees and participates in development of work plans; assignment of work activities, projects and programs; monitors work flow.
- Plans, reviews, controls, and evaluates activities, methods, and procedures for building, electrical, plumbing and mechanical inspections, plan checking, and for complying with earthquake standards.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Prepares reports; documents policies and procedures; performs research; recommends building and related code changes.
- Assists with most difficult field inspections, reviews inspections and decisions when unusual circumstances exist; analyses, interprets and checks complex plan specifications, calculations, laws and regulations.
- Makes presentations before various groups, including City Council, Planning Commission, other boards and commissions and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Meets with architects, engineers, developers, contractors, builders and property owners to resolve various problems related to constructions standards and code enforcement activities.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.

DESIRED MINIMUM QUALIFICATIONS:

Ten years of increasingly responsible experience of a supervisory, administrative or professional nature and in construction and inspection of public, commercial, industrial or residential buildings or comparable work that would have provided the opportunity to develop the required skills, knowledge and abilities. Posses an Associate Degree from an accredited college or university with significant course work in the areas of inspections, building, structural, mechanical, and electrical or civil engineering, architecture or a related field. Certification as a Building Official by California Building Officials or International Code Council.

City Manager: _____ Date: _____