

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: BUILDING & CODE ENFORCEMENT MANAGER

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

BASIC FUNCTION:

Under general direction, the Building & Code Enforcement Manager will plan, supervise, coordinate and direct the activities of a comprehensive inspection and code enforcement program covering all construction activity on public and private property, and will perform other related responsibilities as required. This position will serve as the city's Building Official.

KEY RESPONSIBILITIES:

Plan, supervise and direct a comprehensive building and code enforcement program involving the provisions of the Carlsbad Municipal Code.

Manage activities and supervise the work of subordinate personnel, providing instructions and answering questions; coordinate the scheduling and completion of work by determining operational priorities and resolving workload problems; review work for accuracy and completeness; evaluate work techniques and methods for conformance to established standards.

Develop policies, rules and procedures for the effective operation of the division, including establishing goals, objectives and priorities.

Investigate problem areas, make reports with suggested solutions and confer with other city personnel, architects, contractors, building officials, public and outside agencies as to building requirements and restrictions.

Develop and administer division budgets and contracts; evaluate and recommend staffing needs, equipment, materials, and supplies.

Interpret and apply codes and ordinances; make decisions on technical problems.

Investigate new products, materials, and methods of construction.

Respond to complaints and requests for information from the public.

Implement investigations of substandard buildings for rehabilitation, moving and/or demolition.

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

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of plan checking and inspection and code enforcement; incorporate new developments as appropriate into programs.

Represent the city at various meetings and conferences; make presentations to the City Council and the public as necessary.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

- Principles, practices and techniques of Building and Code Enforcement inspections.
- Federal, State, county and city laws, codes and ordinances related to building construction and housing.
- Engineering mechanics and properties of materials and variations of quality.
- Modern methods of building construction as applied to building, electrical, plumbing, mechanical and housing codes.
- Acceptable health and safety standards in building construction.
- Principles and practices of organization, administration, budgeting and personnel management.

Ability to:

- Plan, organize and manage a citywide program of building and code enforcement activities.
- Interpret and explain codes, regulations and ordinances.
- Read and understand building construction plans and drawings, engineering and public works construction plans and specifications.
- Select, supervise, train and evaluate assigned staff.
- Mentor, coach and develop assigned staff.
- Communicate clearly, both orally and in writing.
- Analyze department policies and procedures; identify, recommend and implement improvements.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EXPERIENCE/EDUCATION/LICENSE/CERTIFICATE:

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

Education/Training:

Equivalent to a bachelor's degree from an accredited college or university with a major course in building technology, architecture, civil engineering, public policy or a related field.

Experience:

Five years of increasingly responsible experience in plan checking, inspection of commercial, industrial and residential buildings including two years of administrative and supervisory responsibility.

License or Certificate:

International Code Council (ICC) certification as a Building Official is preferred and is required within a year of hire.

A master's degree in public or business administration is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit, to move to access office equipment and other workplace appurtenances; and to communicate, in person and by telephone. An employee is frequently required to move within and between city facilities and other locations. Abilities required by this job include reading documents and operating office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council Members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings; attend evening and weekend meetings; frequently travel to construction areas within the city for field visits.

This is an at-will management classification.

DATE APPROVED: Nov. 15, 2019