

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                    BUILDING OFFICIAL**

**DEPARTMENT:                COMMUNITY & ECONOMIC DEVELOPMENT**

**BASIC FUNCTION:**

Under general direction, plan, supervise, coordinate and direct the activities of a comprehensive plan-check and building inspection and program covering all construction activity on public and private property, and perform other related responsibilities as required to support the successful completion of building projects in the City of Carlsbad.

**KEY RESPONSIBILITIES:**

Plan, supervise and direct a comprehensive plan -check and building inspection program involving the provision of building, electrical, plumbing, mechanical, and housing inspections.

Manage and supervise the work of division personnel, determine operational priorities and resolve resourcing issues; 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 and objectives and priorities.

Respond to 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. Collaborate with all parties to arrive at a workable solution.

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

Adopt and apply codes and ordinances; and make decisions on technical issues.

Review new products, materials, and methods of construction.

Respond to concerns and requests for information from the public.

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

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

Maintain a proactive role in staff development to support modernization, effectiveness, and consistency in the department.

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, skill and/or ability required.

### **Knowledge of:**

- Principles, practices and techniques of plan-check and Building Inspections.
- Federal, State, County and city laws, codes and ordinances relating to building construction.
- Modern methods of building construction as applied to building, electrical, plumbing, mechanical and other related requirements.
- 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.
- Detect through inspection deviations from plans, codes, regulations, ordinances and specifications.
- Read and understand building construction plans and drawings, engineering and public works construction plans and specifications.
- Select, supervise, train and evaluate assigned staff.
- Communicate clearly, both orally and in writing.
- Analyze department policies and procedures; identify, recommend and implement improvements.
- Establish and maintain collaborative 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 AND EDUCATION:**

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

Equivalent to completion of at least two years of college course work majoring in construction inspection or other related fields, and five years of increasingly responsible experience as a Building Inspector with at least three years of experience in a supervisory capacity.

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

## **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit, and move to access office equipment; and to communicate, in person and by telephone and email. 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; 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; and frequently travel to construction areas of the city for field visits. The employee may be called on outside of regular work hours to analyze buildings damaged in a crash or other event.

This is an at-will management classification.

DATE APPROVED: June 13, 2017