

# **TOWN OF TIBURON**

## **BUILDING OFFICIAL**

The Building Official is responsible for the management of the Building Division in the Community Development Department; is the designated authority charged with the administration and enforcement of the local, state and federal codes, ordinances, and regulations for all buildings and structures; and administers the plan review and inspection process of building construction and alterations.

### **SUPERVISION RECEIVED AND EXERCISED**

- Heads the Building Division of the Community Development Department.
- Works under the supervision of the Director of Community Development.
- Supervises and directs the Building Inspector, Building Permit Clerk, Building Permit Technician and other contract inspectors or employees as may be hired by the Town to assist the Building Division.

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

- Enforces building, electrical, plumbing, mechanical, fire, and energy conservation codes
- Enforces applicable chapters of the Tiburon Municipal Code
- Issues permits for all building activities
- Performs plan review of all construction documents (with outside structural plan checking as needed)
- Performs site inspections of all building construction to ensure compliance with state and local codes. Reviews and investigates all complaints regarding alleged violations of adopted codes
- Inspects buildings and examines the building record of all residential properties for sale or exchange and prepares a Residential Building Report to summarize the findings
- Consults with the public regarding codes and ordinances
- Performs essential duties in the disaster management plan; maintains training in earthquake damage assessment procedures
- Consults with architects, engineers and property owners regarding proper design, construction, code interpretation, and departmental policies; resolves disputes and problems
- Coordinates with Planning Division, Public Works Department, Police Department and Fire Districts, and other applicable agencies on issues important to the Town of Tiburon
- Maintains accurate, up-to-date records of all permits, inspections and construction in Tiburon and prepares related reports
- Determines code interpretations in complex and/or unclear cases
- Prepares recommendations regarding the budget and budget adjustments/justifications for the Building Division, monitors expenditures and makes necessary adjustments
- Supervises and directs Building Division personnel
- Provides input into the election, promotion, and disciplining of Building Division employees
- Trains and evaluates employees

- Prepares reports for Town Council, Planning Commission, Town Manager or others as directed
- Attends meetings of the Town Council or other Boards and Commissions as needed.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- State and local building, electrical, plumbing, fire, mechanical and other construction codes and ordinances adopted by the Town
- Principles and techniques of building construction
- Principles of structural design and basic engineering
- Building methods and materials and accepted safety standards
- Standard installation procedures for electrical, mechanical and plumbing facilities
- Local zoning regulations
- Experience with, or working knowledge of, California Title 24 accessibility requirements and federal ADA Guidelines
- Principles of supervision

### **Ability to:**

- Analyze, interpret and review building plans and specifications for conformance with state and local codes adopted by the Town of Tiburon
- Understand, interpret and apply all building laws, codes, ordinances and regulations related to construction requirements within the Town of Tiburon
- Prepare clear and concise oral and written reports
- Train, supervise and evaluate the activities of Building Division staff
- Maintain cooperative working relationships with engineers, architects, contractors, government officials, employees and the general public
- Work outdoors in all weather conditions; agility and dexterity to climb steep hills and ladders and roofs

## **EXPERIENCE AND EDUCATION:**

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

### **Experience**

- Five years of working experience in building code administration or related field involving code application and enforcement
- Five years increasingly responsible experience in building construction or building trades
- At least three years in a supervisory capacity in a municipal Building Division as Senior Building Inspector or Senior Plan Checker or their equivalent

### **Education**

- Equivalent to graduation from high school, with proof of subsequent education in code related matters

- BA, BS, AA, or AS from and accredited college with a major study in architecture, engineering, or a closely related field

## **TRAINING, LICENSE, AND CERTIFICATION REQUIREMENTS:**

### **Training**

- Any recent academic training or certification courses relevant to this job description

### **Licenses**

- Possession of valid California driver's license and satisfactory driving record, both to be maintained as conditions of employment

### **Certificates**

- Possession of ICC certification as Combination Building Inspector and ICC certification as Plans Examiner; and possession of ICC certification as Building Official
- Possession of Certified Access Specialist certificate or ability to obtain within twelve months of hire

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor conditions and frequently works near video display. The employee is occasionally exposed to outside weather conditions and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

## **ADDITIONAL JOB REQUIREMENTS & ESSENTIAL SKILLS:**

**Writing:** Work requires the ability to write memorandums, letters, reports, correction notices, standard operating procedures, notices to comply, agendas, meeting notes, and email.

**Budget responsibility:** May recommend budget allocations. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).

**Policy/Decision Making:** The employee normally performs the job by following established operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work, as well as decision with more significant impacts, are typically reviewed prior to being finalized.

**Technical Skills:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. This includes the ability to understand and interpret information of a technical nature and perform basic and complex mathematical computation.

**Interpersonal/Human Relations Skills:** Interaction at this level usually impacts the implementation of policies. Contacts may involve policy interpretations and require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Individuals at this level often act as a liaison between groups with a focus on solving particular unstructured problems. Interactions at this level require considerable interpersonal skill and the ability to resolve conflict.

Daily contacts are likely to occur with other departments and office personnel, other staff, the public, owners, tenants, contractors, architects, engineers, attorneys, government groups, and community groups.

FLSA Status: Exempt

Representation/Resolution: Mid-management

Effective Date: January 2022