



## ASSISTANT BUILDING OFFICIAL

Department:	<b>Community Development</b>	FLSA Status:	<b>Exempt</b>
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**GENERAL PURPOSE:** Under the general direction of the Community Development Director, assists in managing and implementing Building Division operations involving building safety and permitting, and code compliance. Conducts building plan checks, coordinates plan check services, and performs building inspections. Assists in the interpretation and enforcement of regulations, laws, and ordinances relating to fire, life and health safety, accessibility, structural and non-structural, plumbing, mechanical, and electrical elements of construction. Responds to public inquiries regarding building and code enforcement related matters. Investigates, documents and aids in resolving code violations. Prepares Building Division related reports, and performs other associated duties as assigned.

### **TYPICAL DUTIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Schedules, coordinates, and performs field inspections of building construction, plumbing, mechanical and electrical installations in residential, commercial, industrial, or public buildings to ensure compliance with the applicable codes, ordinances, and regulations.
- Interprets and enforces a variety of codes, ordinances, and regulations.
- Maintains the Building Permit system to ensure accurate permit issuance, accounting, and inspection histories.
- Responds to public inquiries, provides information, and investigates code violation complaints regarding various types of building and code enforcement matters.
- Conducts construction plan checks for completeness, accuracy, and compliance with applicable building codes and other applicable regulations.
- Maintains and/or coordinates programs to abate substandard and dangerous structures.
- Inspects existing structures for hazardous or dilapidated conditions, estimates costs to eliminate hazards, gathers evidence and prepares detailed reports.
- Contacts owners and provides information and recommendations to support voluntary compliance, with follow up compliance efforts that may involve notice and order to abate.
- Prepares and maintains a variety of inspection and code enforcement records, reports, and documentation related to Building Division operations.
- Assist the Director in development and implementation of Building Division ordinances.
- Prepares and maintains building inspection and code compliance related service contracts

and communicates with contractors and property owners.

- Attends and participates in various Building and Safety, Code Enforcement meetings and/or training sessions, in person and virtually.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City-wide emergency.
- Uses City vehicle to perform necessary duties to support Building Division operations.
- Performs other duties as may be assigned by the Director in support of the department.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

High School Diploma or equivalent; AND four years' experience as a Building Inspector II with the City of Corcoran or equivalent experience performing building inspections. Additional Building Inspection and/or Code Compliance education and experience highly desirable.

### **Required Licenses or Certifications:**

- Building Inspector Certification issued by the International Code Council (ICC).
- Residential Building Certification issued by the ICC.
- Residential Plumbing Certification issued by the ICC.
- Residential Electrical Certification issued by the ICC within one (1) year.
- Residential Plans Examiner Certification issued by the ICC within one (1) year.
- Commercial Building Certification issued by the ICC within one (1) year.
- Code Enforcement Officer Certification issued by the California Association of Code Enforcement Officers (CACEO) within two (2) years.
- A PC832 Laws of Arrest Certificate is desirable or within six (1) year of hire.
- Must possess a valid California Driver's License.

### **Required Knowledge of:**

- Department operations, policies, and procedures.
- California Title 24 Codes of Regulations.
- Laws and ordinances pertaining to code enforcement, zoning, and land use.
- Energy, green and accessibility codes.

### **Required Skill in:**

- Coordinating and performing various types of building inspections and code enforcement.
- Monitoring construction for compliance with applicable building, health, and safety codes and regulations.
- Preparing and maintaining accurate inspection/enforcement records and documentation.
- Participating in plan check and code enforcement activities.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, contractors, property owners, and the general public.

**Physical Demands/Work Environment:**

- Work is performed primarily in the field and in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, climbing ladders and stairs, working at heights, and lifting of objects up to 30 pounds.
- Exposure to variable weather conditions, buildings in various states of construction, machinery with moving parts, and hazardous chemicals/materials is involved.