

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**BUILDING OFFICIAL**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series:  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by Civil Service Commission: 10-31-13  
Approved by City Council: 11-04-13  
Resolution No.: 2013-48

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction of the Director of Public Works/City Engineer, this management position plans, directs, supervises and coordinates assigned functions and program areas of the Building & Safety Division to ensure compliance with federal, state and local building codes; and housing and zoning ordinances; and serves as the City's Building Official supervising the plan review, permit issuance, building inspection and customer service functions of the Division, including Encroachment Permits. This position recommends and implements City policy concerning building safety for the construction of residential and commercial buildings; manages City capital improvement projects; coordinates assigned activities with other divisions, departments, and outside agencies; supervises the work of others; and performs related duties as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assumes management responsibility for assigned services and activities of the Building and Safety Division;
- Plans, coordinates, reviews and supervises the daily operations of Building and Safety Division personnel in all aspects of the plan check, permit issuance, building inspection, and customer service functions of the Division, including managing consultant services on an as-needed basis;
- Meets with developers, contractors and/or property owners to assist them with the development/permit process;
- In the absence or at the direction of the Director of Public Works/City Engineer, assumes departmental responsibilities;
- Supports the Code Enforcement Program and directs the investigation of complaints regarding violations of City ordinances, codes, regulations and requirements and violations of building codes;
- Monitors and keeps informed of current trends in the building inspections and code enforcement fields, evaluates the impact on operations and recommends policy and procedural improvements, including technology upgrades;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of building plan review, inspection, and code enforcement;
- Reviews, issues, and inspects Encroachment Permits for temporary and permanent encroachments on to public rights of way and City property;
- Coordinates work with other divisions, departments, and agencies;
- Manages capital improvement projects for the City;
- Assists the Director of Public Works/City Engineer in a variety of engineering functions;
- Assists in the preparation of the annual departmental budget;
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels;

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- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures;
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures;
- Assigns to and reviews work of subordinates to assure timely and efficient completion of assignments;
- Researches special projects, evaluates alternatives, prepares reports and recommendations, writes correspondence, and responds to public and regulatory agency inquires and provides pertinent information;
- Communicates clearly and concisely, both verbally and in writing;
- Provides assistance at the public counter as needed;
- Responds to emergencies as required, coordinates activities with other responders to provide effective response; directs the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community;
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence to boards, commissions and the City Council;
- Explains City and departmental policies to staff and public;
- Operates a variety of standard office equipment and machines which may include but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive building inspection, permit issuance, and plans examining program;
- Pertinent Federal, State, and local laws, codes and regulations including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code;
- Research methods and sources of information related to civil engineering and building code enforcement;
- Legal procedures involved in the enforcement of building codes;
- Plan checking principles and practices;
- National Pollutant Discharge Elimination System (NDPES) requirements, programs, and compliance;
- Principles and practices of supervision, including work planning, direction and personnel practices;
- Principles and practices of municipal budget preparation and administration;
- Functions, operations and objectives of Municipal Government;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- Good customer service practices.

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**Ability to:**

- Plan, implement and supervise a variety of Building and Safety functions;
- Read and interpret building and engineering plans and specifications;
- Organize, coordinate and perform major plan check tasks;
- Oversee, direct, and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Participate in the development and administration of division goals, objectives, and procedures;
- Prepare and administer budgets;
- Analyze, interpret, apply and enforce regulations and policies;
- Prepare clear and concise administrative and financial reports, correspondence, procedures and other written materials;
- Organize work, set priorities, and meet multiple deadlines;
- Make sound, independent decisions within established regulatory, policy and procedural guidelines;
- Demonstrate tact and diplomacy with the public;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Use and properly maintain assigned tools and equipment;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Architecture or a closely related field.

**Experience:**

- Five (5) years of progressively responsible experience in the plan review, permitting, and inspection of construction of public, commercial, industrial, and residential buildings, including a minimum of two (2) years at a supervisory level.

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record.
- Certification as a plans examiner by the International Conference of Building Officials (ICBO).
- Certification by either the International Conference of Building Officials (ICBO) or the California Association of Building Officials (CABO) as a Building Official.

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- Registration as a Civil Engineer with the California State Board for Professional Engineers is highly desirable.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

**Bilingual Pay:**

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.