



## **CITY OF LAGUNA WOODS JOB CLASSIFICATION**

**JOB TITLE:**                    **BUILDING OFFICIAL**

**STATUS:**                        **EXEMPT AND AT-WILL**

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### **DEFINITION:**

Under general supervision, the Building Official plans, organizes, directs, coordinates, manages, and oversees the operations and activities of the Building Division of the Planning & Environmental Services Department (“Division”) including, but not limited to, the following service areas: building counter services, building plan review, building permitting, building inspection, and building code enforcement. The Building Official is responsible for administering and enforcing the California Building Standards Code and standards, laws, regulations, and policies governing building/structure design, alteration, construction, and maintenance.

### **SUPERVISION RECEIVED:**

Employees are expected to apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

### **ESSENTIAL DUTIES:**

The duties assigned include, but are not limited to, all or a variety of, the following:

- Plan, organize, direct, coordinate, manage, and oversee Division operations and activities, including building counter services, building plan review, building permitting, building inspection, and building code enforcement.
- Perform the duties of the “Building Official” set forth in the California Building Standards Code and other state standards laws, regulations, and policies.
- Administer and enforce the California Building Standards Code and standards, laws, regulations, and policies governing building/structure design, alteration,

construction, and maintenance.

- Develop, administer, implement, and monitor Division budgets and work plans, including continuously monitoring and responding to changing conditions.
- Ensure that Division operations and activities are implemented in accordance with established goals, objectives, budgets, work plans, regulations, and policies.
- Ensure that Division operations and activities are implemented in a manner that provides customers and other members of the public with accurate and consistent information, and results in accurate and consistent charges for service.
- Ensure that Division operations and activities are performed in a manner that is safe and consistent with applicable occupational health and safety regulations.
- Ensure compliance with the California Building Standards Code; standards, laws, regulations, and policies governing building/structure design, alteration, construction, and maintenance; local, state, and federal laws; and, regulations that apply to assigned duties, as well as with applicable City policies, contractual agreements, grant agreements, deadlines, and other obligations.
- Review, make determinations, and prepare documentation regarding the adoption of the California Building Standards Code and local amendments thereof.
- Review, make determinations, and prepare documentation regarding the use of alternate methods of compliance with the California Building Standards Code.
- Mediate and resolve inquiries and disputes arising as a result of interpretations and applications of the California Building Standards Code, including building plan review and inspection findings.
- Coordinate with the El Toro Water District, Orange County Fire Authority, Orange County Health Care Agency, and other special districts, joint powers authorities, and governmental agencies regarding building/structure design, alteration, construction, and maintenance and conformity of the same to the standards, laws, regulations, and policies enforced by such entities.
- Coordinate with the Capistrano Unified School District, County of Orange, Orange County Fire Authority, Saddleback Valley Unified School District, San Joaquin Hills Transportation Corridor Agency, and other special districts, joint powers authorities, and governmental agencies to ensure that development impact fees are levied and collected as required by such entities.
- Coordinate with code enforcement and legal counsel on enforcement matters and legal proceedings related to assigned programs, projects, and services.
- Prepare and submit all fee reports and remittance forms that are required to be

submitted to the State of California in connection with building permit issuance, including the Building Standards Administration Special Revolving Fund Fee, SB 1186 License Fee for Construction-related Accessibility, and the Strong-Motion Instrumentation and Seismic Hazard Mapping Fee.

- Plan and maintain a program to provide for the continuity of Division operations and activities, as well as the performance of safety assessment services, in the event of disasters and other emergency situations.
- Research, compile, and analyze information and assorted data.
- Create, scan, file, and maintain physical and electronic records.
- Perform administrative, analytical, clerical, professional, and technical building counter services, building plan review, building permitting, building inspection, and building code enforcement duties to support or relieve subordinate employees or meet Division demands.
- Negotiate, develop, and administer contractual agreements with public and private parties, including participation in and implementation of solicitation processes.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, Planning & Environmental Services Director, City staff, City Council, and City committees.
- Provide responsible and complex professional support to the City Manager, Planning & Environmental Services Director, and City staff on issues and matters related to Division operations and activities.
- Represent the City and Division to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending Division operations and activities.
- Select, train, supervise, and regularly evaluate Division employees, including implementing discipline and termination proceedings when necessary.
- Maintain knowledge of current laws, potential legislation, best practices, trends, innovations, and technology related to Division operations and activities.
- Identify, recommend, and implement improvements related to the efficiency and effectiveness of Division operations and activities (e.g., policies, procedures, regulations, organizational structures, resource allocations, and service levels).
- Identify, recommend, pursue, and implement innovative methods of funding and implementing Division operations and activities (e.g., grants, contracts, public-private partnerships, community participation, and technological integration).

- Assist with special events hosted, or participated in, by the City, including by interacting with members of the public (e.g., at a City table or booth) and moving, arranging, and configuring tables, chairs, and other equipment, as well as food, drinks, decorations, displays, waste, and other items, materials, and supplies.
- Provide support and relief coverage for City and Division employees, including filling in for Building Inspectors and Permit Technicians, when necessary.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.
- The California Building Standards Code, including the role of and processes for adopting local amendments thereof.
- Processes for obtaining governmental approvals to alter and construct buildings in the State of California, including the relationship of development impact fees and planning reviews (such as the California Environmental Quality Act (“CEQA”)).
- Processes for conducting and documenting building inspections in the State of California, including the timing of and requirements for inspecting buildings in various states of alteration and construction.
- Possible defects and faults that can affect the operation of mechanical, electrical, and plumbing appliances, building systems, and equipment.
- Principles of human resources management (both employees and volunteers).
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

**Ability to:**

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record,

classify, compute, tabulate, categorize, and transcribe data and information.

- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Maintain confidentiality and discretion when necessary or directed.
- Provide responsive and courteous assistance to members of the public.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Maintain effective organization of multiple activities and assignments while working independently in a field environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply the California Building Standards Code and other standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, manufacturer's specifications, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

### **Education and Experience:**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in architecture, construction technology, engineering, or a similar subject, and five years of increasingly responsible full-time work experience involving relevant operations and activities, at least a portion of which includes building inspection. Four years of prior experience as a building official, building plans examiner, or building inspector in the State of California may be substituted for possession of a bachelor's degree. Prior experience as a building plans examiner; prior experience in a supervisory position; and, prior experience using Tyler Technologies' Enterprise Permitting and Licensing Software (formerly Energov) and ERP Financial Management Pro (formerly Incode) are highly desirable.

### **Licenses/Certifications:**

Must possess and maintain valid Building Inspector (or Combination Inspector) and Certified Building Official ("CBO") certifications from the International Code Council ("ICC"). Additional ICC certifications, including Building Plans Examiner, are highly desirable, as are certification as a Certified Access Specialist ("CAsp") and possession of architectural and/or engineering licenses from the State of California.

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's vehicle insurance policies, as may change from time to time. This position involves the regular performance of duties and travel that require operation of a personal vehicle.

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

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While many activities are performed sitting in a sedentary manner at a desk, and sitting or standing at a counter, employees are frequently required to conduct building inspections, accompany subordinate employees as they conduct building inspections, and perform other activities that require exertion of physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, crouching, and crawling as well as carrying, lifting, pushing, and pulling objects up to 30 pounds. Regular use of ladders and the performance of activities in attics, crawlspaces, suspended structures, and demolished and partially constructed structures (e.g., active and inactive construction sites and structures damaged by fires and floods), as well as on roofs, scaffolding, and temporary construction structures, is required. The safety of each construction site and structure in which activities are performed is considered unknown at the time of initial entry and at all times thereafter. The surfaces upon which activities are performed may be in motion, rough, hot, slippery, wet, sloped, and uneven.

While many of the duties of this class are performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and building inspections), including in outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees frequently experience high levels of noise and vibration, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City's needs and include some early mornings, evenings, weekends, and holidays. Employees are generally expected to be on-site during the building counter's hours of operation, which may begin prior to the hours of operation for other City programs and services. Employees may also be required to be on-call to address unexpected and emergency needs.

**Tools and Equipment:**

Must possess the knowledge and ability to effectively use computers, copiers, scanners, facsimile machines, cash registers, credit card terminals, calculators, microfiche readers, telephones, digital cameras, rulers, architectural scales, drafting compasses, levels, tape measures, light meters, noise meters, soil probes, pressure gauges, keys, electronic access control devices, and other measuring devices to collect data and information, as well as personal protective equipment. "Ability to effectively use computers" includes, but is not limited to, the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, Edge, and SharePoint, and Google Earth, as well as the City's cashiering, code enforcement, geographic information system ("GIS"), multifactor authentication, permitting, inspection, scheduling, records, and teleconferencing software, as may change from time to time. "Computers" includes, without limitation, tablet devices.

**OTHER NOTICES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State of California Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both state law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during

hours, and performing work significantly different from the employee's normal duties.

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus ("HIV")/acquired immunodeficiency syndrome ("AIDS")), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.