BUILDING AND CODE ENFORCEMENT MANAGER

Definition:

Under administrative direction, plans, organizes, and manages the operations and staff of the Building and Code Enforcement Division of the Community Development Department, including plan checking, building inspection, code enforcement, and neighborhood services; provides technical interpretations of laws, codes, and ordinances involving complex plan checks and field inspections; may serve as the City of Fullerton Building Official and performs related work as required.

Class Characteristics:

This single incumbent position reports to the Community Development Director and provides supervision to professional and technical level staff performing plan check, building inspection, and code enforcement services. The Building and Code Enforcement Manager is distinguished from these subordinate positions by its greater scope of programmatic responsibility, supervision, and knowledge of statutory requirements. This position is differentiated from the Director of Community Development, which has broader accountability for all departmental services, including planning and development, and community, City Manager, and City Council relations.

Contacts and Relationships:

The Building and Code Enforcement Manager establishes and maintains contact with Community Development Department staff and staff in other City departments. Additional contacts are established and maintained with a variety of individuals to include architects, engineers, builders, contractors, developers and public/private representatives. Substantial contact is made with the public, requiring diplomacy and tact when dealing with code enforcement violations and policies. Other contact is established and maintained with other governmental agencies involved in code enforcement inspections.

Essential Duties and Responsibilities:

The functions performed on a frequent and recurring basis by an incumbent include the following:

> Plans, organizes, and manages the work of building inspection and plan check staff in the application and enforcement of codes related to the construction, alteration and occupancy of residential, commercial and industrial buildings and of code enforcement staff in the enforcement of municipal codes and ordinances.

May be appointed as the City of Fullerton Building Official. When so appointed, may supervise the plan check process including the review of plans and specifications for building construction code compliance.

When not serving as the appointed Building Official, confers with the Building Official regarding permit applications, plan reviews, and policy matters; provides guidance in the resolution of case decisions and the effective interpretation of codes, standards, and policies.

Manages and participates in the selection, training, and evaluation of the work of professional and technical division staff; provides guidance in matters relating to division policies, practices and building, plan check, and code enforcement; reviews and executes disciplinary actions given guidance from the department director and Human Resources.

Responsible for the formulation of new plan checking procedures/policies and supervises the implementation of same.

Establishes and reviews the effectiveness of division policies, standards, and procedures, and presents recommendations to the department director.

Conducts staff meetings and attends interdepartmental meetings to review and prioritize goals and projects and to address issues; represents division at a variety of functions, including City Council sessions.

Schedules and prioritizes work assignments; tracks inspection and project activities; reports upon overall trends and developments as part of annual and periodic reports.

Supervises and assists in performing more difficult or complex plan checks, field inspections, and code enforcement reviews that require more extensive analyses of Federal and State law and statutes, and the Municipal Code.

Confers with architects, engineers, builders, developers, business representatives, and the general public regarding the interpretation of code requirements and City construction regulations; provides technical interpretations to the Community Development Director involving more sensitive cases, projects, and policy matters.

Collaborates and coordinates work projects with other divisions, departments, and governmental agencies, as applicable.

Prepares draft ordinances for legal and City Council review.

Manages, prepares, and controls division budget expenditures and establishes and reviews division objectives, standards and procedures.

Attends professional and community meetings and conferences, and advises management on building issues, developments, and emerging requirements.

Conducts independent research, evaluates data, and compiles and presents reports and recommendations.

Independently composes and issues correspondence and reports.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Applicable Federal and State laws, regulations and codes, as well as municipal codes and ordinances governing building construction and building inspection practices, methods, materials and inspections and code enforcement.

Plan checking principles and practices.

Code enforcement practices.

National Pollutant Discharge Elimination System (NPDES) general requirements.

Green building construction practices and rating systems.

Legal procedures involved in the enforcement of building codes.

Effective supervisory techniques.

Administrative policies and practices, including goal settings, program and project development, implementation practices, and management and evaluation processes.

Methods and procedures of budgeting, research and analysis.

Public relations, customer service, and oral and written presentation techniques.

Negotiating and conflict resolution techniques.

Current sources of information, technological tools, and best practices in the field of building construction, inspection, and code enforcement.

Computer applications related to area assigned.

AND

Ability to:

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Analyze problems and recommend and implement effective solutions.

Adhere to multiple deadlines and handle multiple projects.

Interpret plans and interpret and apply applicable laws and City and division/department rules and regulations.

Research and prepare reports and correspondence.

Prepare and manage a division budget.

Communicate effectively, both orally and in writing.

Manage, supervise, train, evaluate and provide technical advice to staff.

Coordinate division activities with other City departments/divisions.

Establish and maintain effective relationships with developers, builders, engineers, contractors, property owners, general public, staff, and management.

Exercise courtesy and tact.

Evaluate and improve team performance and customer service.

Operate a personal computer and use applicable hardware and software.

Operate a City vehicle safely.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelor's Degree from an accredited college or university with major course work in Structural Engineering, Civil Engineering, Architecture or a related area.

AND

Experience:

Five years of progressively responsible professional experience in a municipal building services and code enforcement department, including two years of supervisory experience.

Special Requirements Include:

Possession of a valid Class C California Driver's License and have an acceptable driving record at time of appointment and throughout employment in this position.

Possession of a valid Penal Code 832 Certification at time of appointment.

Must be able to work a flexible schedule, attend night meetings and special events, and respond to business-related calls during non-regular work hours, as needed.

The City of Fullerton's Conflict of Interest Code requires that the Building and Code Enforcement Manager file financial disclosure statements in accordance with State and local laws.

Possession of an International Code Council (ICC) certificate as a Certified Building Official or the ability to obtain similar certification within two years of appointment to this position, in accordance with California Health and Safety Code Section 18949 et seq.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Registration as a Civil Engineer, Structural Engineer, or Architect in the State of California.

Physical Tasks and Working Conditions Include the Following:

The employee must meet close vision, peripheral vision, and color vision standards when conducting inspections, including the ability to adjust focus. The employee must be able to talk and hear. Finger dexterity is used in operating a computer keyboard and data recording equipment and basic hand-held inspection tools. The employee must also operate a vehicle in conducting City business.

The employee frequently sits, stands, and walks within work areas. The employee occasionally kneels, stoops, bends, and squats during inspections, and climbs ladders and stairs at various heights above ground level and may complete inspections below ground in confined spaces. The employee reaches above and below shoulder level to access, lift, and carry records and documents typically weighing less than 30 pounds.

Work is performed in both office and outdoor environments. In the field, an incumbent may walk on slippery and uneven slopes and surfaces, and be exposed to loud machinery, damp conditions, construction, dust, fumes, solvents, oils, chemicals, electrical hazards. The employee is also subject to vehicular traffic and variable weather conditions.

An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative

Class Specification:
Established June 2011