

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY (MESA)**

**TITLE: CHIEF BUILDING OFFICIAL/
FIRE CODE OFFICIAL**

**JOB CODE: 1531
FLSA Status: Exempt**

Created: July 2023

DEFINITION

Under General Direction manages the records management, counter operation, plan checking and inspection functions of the Building Division of the Community Development Department related to the Emeryville Building Regulations and the Emeryville Fire Code. The incumbent plans, develops, coordinates, supervises and manages counter operations and plan checking and inspection functions; ensures compliance with Municipal and State Codes and Regulations; acts as Chief Building Official and Fire Code Official for the City; trains and evaluates assigned staff; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position receives general direction from the Community Development Director. Methods of performing tasks are largely within the discretion of the incumbent who has considerable latitude in interpreting and applying policies, rules, and regulations, and whose performance is measured mainly by results accomplished. This position provides direction and supervision to assigned clerical, technical and professional personnel.

EXAMPLES OF DUTIES

The duties listed below are illustrative only.

Direct the activities, including staffing, training and development, and employee evaluation, of assigned staff.

Plan, develop, implement and coordinate a variety of building and fire programs; oversee and direct the records management and project tracking activities; monitor State and Municipal regulations and codes; ensure that City programs are in compliance with applicable regulations and codes.

Represent the City with community groups, architects, engineers, manufacturers and the general public on building and fire code matters and proposed ordinances, legislation and access requirements dealing with building and fire issues; provide rulings on code interpretations.

Perform building and fire plan check activities and issue permits for construction.

Represent the City with ICC, which writes and publishes the building codes, and with CALBO which monitors legislation affecting California building departments.

Enforce laws regarding the construction, reconstruction, relocation of buildings; inspect buildings for compliance with codes and ordinances; enforce City Ordinances affecting the quality of life, such as the Nuisance Ordinance, the No Smoking Law; Interpret and enforce the Seismic Safety Ordinance.

Advise and provide information to the general public, architects, engineers, manufacturers, suppliers and others on the requirement of the building, plumbing, heating, and ventilation, housing and related codes and ordinances; issue stop orders and notices in situations of deliberate violations or negligent compliance; provide testimony when legal action is required to secure compliance.

Draft amendments to local building and fire codes; assist other City Departments in the enforcement of codes related to construction.

Prepare and administer the annual budget and work programs.

Prepare technical and administrative reports and studies; prepare written correspondence as necessary; provide periodic reports on Building Division activities; attend City Council and other meetings as required.

Negotiate and monitor contracts with outside consultants for Building Division services.

Analyze permit fees in relation to fee structures of regional jurisdictions and recommend revisions to Master Fee Schedule; enforce other City Ordinances imposing fees which are tied to the issuance of building and fire permits.

QUALIFICATIONS

Any combination of education and experience as follows:

Education

Two (2) years of college level course work in construction technology.

and

Experience

Four (4) years of building and fire inspection and code enforcement of which two years included supervisory responsibilities.

LICENSES AND CERTIFICATIONS

Must have a valid California, Class C, Driver License with a good driving record. Must be ICC certified or be able to obtain certification within one year.

KNOWLEDGE AND ABILITIES

Knowledge of local, state and federal laws and regulations relating to building and fire codes and code enforcement practices; principles and practices of municipal organization and administration; principles and practices of budget development and administration; modern research methods and practices; personal computers and software systems; principles and practices of employee supervision and evaluation; effective methods of communication; the English language, including spelling, punctuation and grammar.

Ability to analyze and interpret technically complex code issues and to communicate these issues clearly and effectively to persons who may lack any technical background in this field; inspect and

review plans and drawings for compliance with building and fire requirements; communicate clearly and concisely, orally and in writing; establish effective working relations with those contacted in the course of work; make public presentations; supervise train and evaluate staff; effectively manage assigned work and staff; exercise sound independent judgment in accordance with established policies and procedures; develop and administer budgets; develop new policies and procedures as necessary; obtain and maintain necessary licenses to perform the duties of a Chief Building Official/Fire Code Official; operate a personal computer system and utilize a variety of software applications; perform inspection of a variety of buildings and City locations; keep informed of changes in codes, legislation and/or requirements affecting the Building Division; obtain and maintain a valid California driver License with a satisfactory driving record; make accurate arithmetic calculations; perform physical duties of the job.