

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING MANAGER

PERSONNEL COMMISSION

APPROVAL:

SEPTEMBER 18, 2013**JANUARY 9,**
2019 (REVISED)

COUNCIL APPROVAL:

OCTOBER 21, 2013

JOB CODE:

0598

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEO

FLSA STATUS:

EXEMPT

DUTIES-JOB SUMMARY

Under administrative direction, oversees the operations, services and activities of the Building Division within the [Planning and BuildingCommunity Development](#) Department; serves as the City's Building Official.

SUPERVISION RECEIVED AND EXERCISED

Reports to: [Community Development Director](#)

Supervises: [Inspection Supervisor, Principal Inspector, Permit and Plan Check Supervisor, Building Inspector, Senior Permit Technician, Plan Check Engineer](#)

DISTINGUISHING CHARACTERISTICS

This is a division manager position in the [Planning and BuildingCommunity Development](#) Department having overall responsibility for the administration and interpretation of a variety of Federal, State and Municipal codes related to building inspection, plan check services, permitting and code enforcement. ~~Work is performed under the direction of the department director. Building Manager exercises supervision over assigned technical, professional and clerical staff.~~

EXAMPLES OF ESSENTIAL DUTIES

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- Provides overall management of the Building Division, oversees the work of staff engaged in building inspections, plan check services, and permit issuance, ~~and code enforcement~~ activities
- Applies advanced and complex technical knowledge in the review of plans and specifications for conformance to the requirements of building and other requisite codes, ordinances, and/or regulations adopted by the city
- Develops and implements division goals and objectives; recommends new policies and procedures and implements changes to existing operational policies and procedures
- Develops and administers the division budget; monitors expenditures;
- Prepares written and oral presentations for the City Council, city administration, business and civic organizations regarding division projects and activities
- Directs the plan review of complex buildings and structures to determine compliance with pertinent codes, requirements and standards
- Interacts with architects, engineers, designers, contractors and homeowners concerning pertinent building regulations, local building codes, State and Federal laws related to building, building safety standards and construction practices
- Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures
- Selects, trains, motivates and evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures
- Responds to difficult and complex inquiries, disputes and complaints related to permitting, building codes and regulations
- Recommends and drafts model code and ordinance changes
- Prepares reports and provides systematic identification and assessment of earthquake hazards in existing structures and new construction
- Plans, directs and operates the Building & Safety emergency/disaster response program for building safety assessment and public assistance
- Acts as liaison between the division and other City divisions and department, and outside agencies; administers and directs coordination with fire and health agencies as required; serve as staff on a variety of committees as assigned; participate in professional organizations related to assignment
- Provides technical and administrative assistance to the Planning and Building Community Development Director
- Administers, interprets and enforces the provisions of the building codes, municipal regulations and other applicable codes as they relate to building inspection and plan check matters
- Collaborates with other department managers to achieve optimal departmental and

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City-wide performance and outcomes

- Conducts operational studies, develops and presents reports, memoranda, letters and other forms of correspondence
- Attends leadership, management, supervisory and other related training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Pertinent Federal, State and local laws, codes and regulations including California Building, Plumbing, Mechanical, Electrical and Fire Codes
- Municipal codes, zoning plans, ordinances regulations enforceable by the City
- Professional standards, principles, and practices of building plan checking, inspections, permitting, and code enforcement
- Building construction methods and materials, principles of structural design, engineering statistics, advanced mathematics and building inspection;
- Adopted building code, disability and energy regulations and other applicable legislation
- Principles and practices of public policy, organization, management, administration, budgeting, effective supervision, training and personnel management
- Principles and practices of supervision
- Modern office procedures and methods
- Quality customer service practices
- Safety issues and liability reduction

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Ability to:

- Exercise management authority over staff engaged in building inspections, plan check services, permit issuance, and code enforcement activities
- Administer and conduct a variety of building plan check and related code activities; prepares or directs the preparation of enforcement complaints for legal action regarding code violations
- Analyze and categorize and information, evaluate problems and identify alternative solutions, project consequences of proposed actions and recommend implementation options
- Read, interpret and analyze construction plans, blueprints, manuals and specifications; utilize consulting and advisory data and information involving technical, legal, economic, operational and organizational analytics
- Develop and modify departmental budgets, policies, procedures and regulations
- Exercise sound judgment, decisiveness and creativity in the performance of complex technical and analytical review processes and oversight of division programs; communicate effectively both orally and in writing
- Write detailed reports, recommendations, correspondence and specifications; develop and effectively manage contractual agreements
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Manage and direct staff, ensure professional work standards are met, deliver quality customer service
- Act as custodian of records for Building Code Enforcement, Permitting and Plan Check

Education: A Bachelor's degree from an accredited college or university in civil or structural engineering, architecture, construction technology or other directly related field. A Master's degree desirable.

Experience: Five (5) years of increasingly responsible experience performing building plan checking, building inspection, or municipal building construction, including two (2) years' experience in a supervisory capacity.

License/Certificate: A valid California Class C driver's license with an acceptable driving record required by time of appointment [and during course of employment](#).

[Certification as a Building Official by the International Code Council \(ICC\) or an equivalent nationally recognized organization required.](#)

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Certification [as a Building Plans Examiner](#) by the International Code Council (ICC) or an equivalent nationally recognized organization [preferred](#).

~~as a Building Plans Examiner and as a Certified Building Official required.~~ State of California registration as a Professional Engineer (PE) desirable.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program; due to the performance of field duties that may require operation of a City vehicle.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The 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.

~~Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry.~~

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather and temperature conditions. Exposure to noise, dust, grease, smoke, fumes and gases; work at heights and/or in confined spaces. Requires sufficient physical ability and mobility to stand or sit for prolonged periods, walk on uneven terrain, loose soil, and sloped surfaces. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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