

## **CITY OF SALINAS**

### **DEPUTY DIRECTOR OF PERMIT SERVICES**

**BARGAINING UNIT/CLASS CODE:  
AMPS/M13**

#### **DEFINITION**

Manages the Permit Center operations by leading a multi-disciplinary team to ensure proper coordination of all applications received; provides timely service to all customers, ensures collection of fees; provides coordination with the building division's plan check staff, the general public and other departments.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Engineering and Transportation. Exercises general supervision over Inspection Services Manager, Building Inspection staff, Building Plan Check staff, Housing Inspection staff, Construction Inspection staff, Code Enforcement staff and Building Permit clerical staff.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Provide direct oversight for all permit functions including proper coordination of all applications received; ensure that permits for construction and associated fees are processed in a timely fashion and in accordance with established procedures, the uniform codes, state laws and local ordinances governing land use development; provide timely and proper routing of all submittals; respond to inquiries from staff and the general public including informal building, and engineering issues; provide timely service to all customers and assist them by coordinating issues or conflicts with plan check staff and other divisions/departments; ensures uniform application of the appropriate codes, rules and regulations; coordinates Engineering, Fire and Building plan checks and resolves issues that arise; coordinated division activities with other City departments, divisions, and sections and with prospective developers; provides project management for all large projects during the plan check process; coordinates special Plan check services such as express plan checks. Overtime plan checks and plan check by appointment; ensure proper input and maintenance of all statistical permit processing data; hires, trains coaches and evaluates assigned staff.

Develop policies and customer service goals; assist in the preparation of and administer the division budget, implement and monitor the approved budget throughout the fiscal year; maintain fiscal records regarding inspection services revenues, expenditures, and performance measures. Manage the interdepartmental permit tracking and monitoring system; manage the calculation and collection of all applicable developmental fees for the City. Coordinate all City departments involved in final occupancy issuance and housing code enforcement. Appear before City Council, Planning Commission, public agencies, business and civic groups, and other organizations as required, in the presentation and discussion of Building safety, housing code compliance and building inspection problems, proposals, projects and policies. Coordinate inspection services section activities with other City department and divisions as well as outside agencies. Provide recommendations and presentations to various citizen advisory boards and committees, meet with interested citizen groups or individuals to discuss proposed code adoptions or revisions, new programs or policies. Review new editions of the codes as they are published and prepare ordinances for review, consideration and adoption by the City Council; develop and recommend local amendments to the codes, as directed. Maintain Public records as mandated by State law regarding permits, inspection, violations, and plans, as directed. As assigned, act as Building Official in the absence of the Director of Engineering and Transportation. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read visual display terminals, fine print and blueprints, distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, to walk on uneven surfaces, through trenches and stairs, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift a full set of plans weighing up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. Periodically work in a field environment involving body movement, dexterity, and agility for balance and coordination while moving through restricted spaces, such as trenches and climbing ladders and stairs. Stamina to work additional hours to meet deadlines and attend night meetings.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time

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working at a computer terminal. May walk construction job sites. Physical mobility sufficient to move about the work environment, ability to drive an automobile. Willingness and ability to work the hours required to perform the duties of the job. Be on-call for emergencies; travel to attend conferences, seminars and meeting during work and non-work hours; take courses required to satisfactorily perform the job; work outdoors in all weather conditions and work late at night.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and methods as related to structural engineering and/or architectural design, civil engineering and land use. Principles and practices of Uniform Building, plumbing, mechanical, and electrical codes and pertinent State, County, and Local codes and ordinances. Building construction methods, materials, and proper inspection methods. Principles of structural design, engineering mathematics, and soils engineering. Legal procedures involved in enforcing building regulations. Principles of supervision, training and performance evaluation. Operation of personal computers with proficiency using word processing and spreadsheet programs. Proper English usage, spelling and grammar and basic mathematics to consistently and accurately calculate building and application fees.

**Skills to:** Identify the areas of overlap and conflict of the various codes and departments involved in the review of construction permit applications; read and interpret building plans, specifications and codes; examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner; maintain records and prepare reports; coordinate the flow of assigned work and follow through in a timely manner; interpret and apply applicable laws, rules and regulations; supervise, schedule and coordinate the Permit Center activities; train, supervise and evaluate assigned personnel; perform accurate mathematical calculations; effectively utilize personal computers and computer software, including spreadsheets and special functions; communicate clearly and concisely both orally and in writing; deal tactfully and effectively with those encountered in the course of work; establish and maintain effective working relationships with contractors, developers, architects and City staff.

**Ability to:**

Learn, interpret, and apply City, department and division rules, regulations, policies and practices; acquire a working knowledge of overall development and engineering operations and other applicable department and City operations. Take the initiative to keep important work progressing to completion within prescribed time limits; learn and operate the permit center computer software. Manage divisions, including preparation and oversight of budget, staffing, work plans, major projects in a manner conducive to full performance and high morale. Analyze and interpret complex plans, specifications, laws, and regulations. Identify and resolve complex organizational, procedural, technical problems. Communicate effectively, both orally and in writing. Plan, organize, establish, direct and maintain cooperative relations with public and private organizations in the building and development industry. Supervise, train, and evaluate subordinate professional, technical, and clerical personnel. Effectively organize tasks, plan time, and meet deadlines. Project, prepare and oversee divisional budgets.

**License or Certificate:**

Possession of a valid California Driver's license. International Code Council (ICC) Building Official Certification is required prior to completion of probationary period. Registration as an architect or a professional civil or structural engineer in the State of California is desirable. Registration as a Professional Engineer is desirable.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge, and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree from an accredited college or university in Planning, Civil Engineering, Public Administration, Management, Business Administration Architecture, or related field. Six (6) years progressively responsible professional experience working as an architect, civil engineer, building official, land use planner. Four (4) years of lead or supervisory experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_