

CITY OF SALINAS

PERMIT CENTER MANAGER/BUILDING OFFICIAL

BARGAINING UNIT/CLASS CODE:

AMPS / M01

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 the establishment and collection of cost recovery based fees; provides coordination with the following divisions within the Permit Center: building and plan check, engineering services and administrative staff; and serves as the Permit Center's lead contact for the general public and other departments within the City.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Community and Economic Development. Exercises general supervision over the Building Inspection staff, Building Plan Check staff, Construction Inspection staff, Engineering Services staff and Permit Center Administrative staff.

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

Serve as the City of Salinas designated Building Official to include the following duties but not limited to: plan, organize, control, and evaluate the functions and activities of the Building Inspection Division, including building inspections, electrical inspections, plumbing and mechanical inspections, plan checking and issuance of permits for residential, commercial, and industrial housing. Establish, improve and coordinate the plan checking and building inspection procedures of the City, and evaluate the need for and develop plans and schedules. Ensure that close coordination is maintained between various City departments for the plan check coordination function. Oversee the preparation of monthly reports. Compile and prepare annual reports providing statistical information concerning revenue, permits, construction valuation and the status of the Housing Inspection and Unreinforced Masonry Programs.

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, applicable 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 construction and building site related 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; coordinates 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; over the counter plan checks and plan checks by appointment; ensures proper input and maintenance of all statistical permit processing data; hires, trains, coaches and evaluates assigned staff. Oversees the preparation of contracts, assignments and performance of all consultants to ensure essential permitting functions are performed when and as needed. 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 development fees for the City with all City departments that all facets of the applicable codes have been approved prior to final occupancy. 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 departments and divisions as well as outside agencies. Provide recommendations

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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. 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, willingness, and ability to work additional hours to meet deadlines and/or 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 working at a computer terminal. May walk construction job sites. May need to work additional hours to meet deadlines and/or attend night meetings. Physical mobility sufficient to move about the work environment, ability to drive an automobile, work in all types of weather environments.

QUALIFICATIONS

Knowledge of:

Sufficient knowledge of the principles and practices of applicable 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 and contracts; and 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; effectively assign consultants/contractors to address workloads including specialized functions; 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.

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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 and maintenance 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, professional engineer, or a professional civil or structural engineer in the State of California 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. Five (5) years progressively responsible professional experience working as an architect, civil engineer, building official, plans checker, land use planner, including four (4) years of lead or supervisory experience.

Reviewed _____
Department Director

Approved _____
Senior Human Resources Analyst

Approval Date _____

ORIG: 04/09; REV: 06/13