

CITY OF LAKE ELSINORE

BUILDING & SAFETY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, organizes, and coordinates the operations and activities of building inspection, code enforcement, plan checking, and permit processing; coordinates and administers professional service contracts with outside service providers; ensures safe work practices, work quality, and accuracy; serves as a technical resource for assigned staff and the Community Development Director; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Building & Safety Manager** is a management level class responsible for planning and organizing the work activities of operations staff engaged in plan checking, permit processing, building inspection and code enforcement and compliance. This classification is distinguished from the next higher classification of Community Development Director in that the latter is responsible for the overall management of the department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Community Development Director. Exercises direct and indirect supervision over professional, technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, and coordinates the operations and activities of staff responsible for building inspection, code enforcement, plan checking, and permit processing; directs, coordinates, reviews, and participates in the work of professional and technical employees to ensure that codes are properly enforced with uniformity, equity and safety; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; monitors plan check flow; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Develops policies and procedures; recommends programs, projects, and work assignments to the Community Development Director; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range program plans for assigned areas; ensures compliance with applicable rules, policies and procedures.
- Establishes performance goals for staff and individual employees; participates in the selection of assigned staff; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as appropriate.

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- Provides technical and professional advice; prepares and coordinates reports and presentations on current building issues for City Council, community groups and regulatory agencies; recommends codes and processes for building and code enforcement; participates in professional organizations; maintains statistics and reports on construction activity.
- Oversees contract services, including plan check and building inspection; administers provisions and specifications of the division's contracts; prepares technical and/or analytical reports on operations as necessary; participates in budget preparation, administers and monitors approved budgets; prepares program cost estimates; orders supplies, tools, and materials; reviews and monitors all purchase orders; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Supervises the Neighborhood Enhancement Team projects; participates in the Crime Free Multi-Housing Committee; supervises programs related to weed abatement, structural abatement, nuisance abatement, abandoned vehicles and parking citation enforcement.
- Organizes, attends and serves the City's interests at public, community and special interest meetings, as well as civic and legislative events, including citation review hearings; responds to the most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the program.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment. Acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

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Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Building & Safety Manager**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience as a Building Inspector, including two years at a supervisory level and a bachelor's degree in engineering, architecture or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Registration as a Certified Building Official by the Council of American Building Officials, and possession of an ICBO certificate as a Building Inspector.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and methods used in various building construction areas, including structural, plumbing, electrical and mechanical; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; applicable federal, state and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise and direct the operations and activities of the Building Inspection and Code Enforcement Divisions; read and interpret complex plans and specifications; maintain I.C.B.O. certification through continuing education programs; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles

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and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate tools and equipment used in building inspection and the building trades.