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## CLASS SPECIFICATION

City of Newark, California

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### CHIEF BUILDING OFFICIAL / CITY ARCHITECT

#### DEFINITION

Under administrative direction from the Public Works Director; to perform professional architectural services relating to City construction projects; to act as the Americans with Disabilities Act Compliance Officer; to supervise the activities of the Building Inspection Division and perform complex administrative and technical work in administering and enforcing building, zoning, and related codes and ordinances.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Direct, oversee and participate in the development of the Building Inspection division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Perform architectural duties including the development of space needs, design, construction document preparation, and contract administration of City building projects.

Enforce a variety of codes, including California's Building, Mechanical, Plumbing, Electrical, Historical and Energy Codes, and local codes such as grading, zoning, security and nuisance abatement.

Explain, interpret, and provide guidance regarding all applicable codes to architects, engineers, contractors, developers, homeowners, and other interested parties.

Review current trends and developments in the field of construction; prepare revisions to codes, ordinances, and local regulations.

Supervise the examination of building plans of all types to determine compliance with code regulations and related regulations.

Resolve complex problems and complaints regarding commercial, industrial, and residential buildings, building construction and code compliance.

Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports, and recommendations; and coordinate department activities with other departments and agencies as needed.

## **CHIEF BUILDING OFFICIAL/CITY ARCHITECT**

Prepare a variety of studies, reports, and related information for decision-making purposes.

Provide construction design and review for buildings and structures in the Capital Improvement Program and act as project manager for assigned projects; provide assistance to other project managers.

Exercise direct supervision over assigned supervisory, technical and clerical personnel; recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Coordinate plan reviews, inspections, and enforcement actions.

Prepare the Building Inspection Division budget; assist in budget implementation; generate budget forecasting of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Provide disaster response preparedness training and inspection services.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

All major types of building construction, materials, and equipment and of the stages of construction in order to detect and correct defects in building, electrical, and plumbing work and violations of codes and standards.

California's Building, Electrical, Plumbing, Mechanical, Historical, and Energy Codes; municipal building, zoning and related codes and ordinances.

Federal accessibility standards such as the Americans with Disabilities Act and the Uniform Federal Accessibility Standards.

Principles and practices of architecture.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment, including computer-aided drafting.

## **CHIEF BUILDING OFFICIAL/CITY ARCHITECT**

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

### Ability to:

Organize and direct the Building Inspection Division operations.

Understand, interpret and produce complex building construction plans, diagrams, blueprints, and specifications.

Interpret and enforce related codes, ordinances and laws.

Perform building inspections in the field as needed.

Develop and maintain detailed automated and manual record keeping systems.

Develop architectural programs and space studies.

Design and manage Public Works building construction projects.

Oversee the construction of City building projects.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; work in conditions of various outdoor exposure, using extension ladders and/or subject to noise.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

## CHIEF BUILDING OFFICIAL/CITY ARCHITECT

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Four years of increasingly responsible experience of a supervisory, administrative, or professional nature in the inspection of public, commercial, industrial, and residential buildings; and

Four years as a responsible architect licensed in the State of California.

#### Training:

Equivalent to graduation from an accredited four-year college or university with a degree with major course work in structural, mechanical, or civil engineering, architecture, or a closely related field.

### License or Certificate

Possession of, or ability to obtain, a California Class C Driver License.

Possession of a valid architect license issued by the State of California.

Possession of, or ability to obtain within one year of employment, certification by the International Conference of Building Officials (ICBO) as a Plans Examiner and a Combination Inspector.

Possession of additional ICBO certificates is highly desirable.

**Probationary Period:** 12 Months

**FLSA:** Exempt