

**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION  
BUILDING FIELD SERVICES MANAGER**

**GENERAL DUTIES:** Under general and direct supervision of the Development Center Manager, oversee and manage the field operations of the Building Section within the Building, Life, and Environmental Safety Division. Assist the Division in plan check. Develop and provide comprehensive training for staff. May act as the Building Official or the Interim/Acting Building Official in his/her absence.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Enforce State law, regulations, and local codes and ordinances in a uniform and systematic manner.
2. Perform and supervise building inspection and other related operations, as assigned. Assist with plan checking and permit issuance functions as needed.
3. Inspect residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code compliance for structural, electrical, plumbing, mechanical, OSHA, handicap and energy installations.

4. Discuss compliance problems with owners, contractors and foremen; may issue citations for violations of code provisions.
5. Investigate complaints and disputes; respond in writing regarding complaint investigations and perform and coordinate code enforcement program with Planning Division Staff.
6. Issue stop-work orders in situations of deliberate or negligent non-compliance. Maintain records of inspections made and actions taken.
7. Provide code interpretations as required.
8. Conduct pre-construction meetings.
9. Administer the Special Inspection Program and supervise contract inspectors.
10. Develop and direct the implementation of section goals, objectives, policies, procedures and programs.
11. Submit accurate, concise and complete reports, on schedule, with appropriate recommendations.
12. Skillfully represent the interest of the city when working with the media and making presentations to the public.
13. Propose adoption of and amendments to codes and ordinances.
14. In cooperation with the Building Plan Check Engineer, develop the section budget and manage the day-to-day administration of the budget.
15. Supervise field services staff and conduct accurate appraisals of employee performance. Ensure that employee performance appraisals are submitted on time.
16. Provide training and support to field services staff and is available to staff for guidance.
17. Attend meetings, workshops, seminars and other similar activities. Make presentations to City Council as required.
18. Understand and comply with the policies of the City Council, City Administrator, Department Head and Division Manager.
19. Provide staff with support in decision making and provide direction to technical staff.
20. Delegate meaningful responsibility and authority.
21. Accept and complete special assignments and projects as may be assigned.

22. Coordinate efforts with other division sections and departments.
23. Supervise others.
24. May act as the Chief Building Official or the Interim/Acting Building Official in his/her absence.
25. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Management and supervisory techniques and applications and understand City policy and philosophy.
2. Administration and leadership techniques.
3. Budget preparation.
4. Legal aspects of administration and code enforcement.
5. Write correspondence and reports clearly and concisely.
6. Customer service techniques.

**KNOWLEDGE:** Knowledge of:

1. Administration and management techniques.
2. Legal aspects of code enforcement.
3. Correct English usage, grammar, spelling and punctuation.
4. Personal computer, word processing and other software.
5. Computerized permit-tracking system.
6. Applicable laws, regulations, codes, and ordinances.

**ABILITIES:** Ability to:

1. Organize and administer a building inspection section.
2. Supervise, train, and evaluate assigned staff and serve as a mentor to staff as appropriate.

3. Understand, read, and interpret plans and specifications.
4. Perform detailed inspection work of building and housing.
5. Communicate efficiently and effectively both orally and in writing.
6. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. Plan-copying machine
7. 10-key adding machine
8. Facsimile machine
9. Optical character reader
10. Typewriter
11. Two-way radio
12. Polaroid or digital camera
13. Paper shredder
14. Paper cutter
15. Plans, maps and blueprints
16. Presentation equipment, microphones, easels, overhead projectors, etc.
17. Specialized computer software
18. Automobile

**PHYSICAL DEMANDS:**

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, planning equipment, and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections, etc.
3. Hiking, during site visits, or when inspecting various business sites, etc
4. Standing, during Council meetings or other public presentations, for up to an hour.
5. Kneeling
6. Bending/stooping
7. Twisting
8. Reaching
9. Carrying

10. Pushing/pulling
11. Lifting, up to 25 lbs.
12. Driving
13. Speed, in meeting deadlines and in using office equipment.

**SENSORY DEMANDS:**

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, paper shredder, paper cutter, camera, microphone, overhead projector, easel, automobile, etc.:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 60% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 40% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, carpeting, linoleum, tile, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with construction and inspection activities.

**HAZARDS:**

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, microphone, overhead projector, etc.

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a typical office environment which may result from the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. A Bachelor's degree from an accredited college with major course work in Public Administration, Architecture, Structural or Civil Engineering, Construction Management or a related field of study.
2. Four (4) years of related work experience including at least two years in a supervisory or management position.
3. Additional related work experience may substitute for up to two years of the required education with one year of additional related experience being equal to thirty (30) semester college units.
4. Certification as a Building Official and Plans Examiner by the International Code Council (ICC) within one year from date of hire.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses, and attending seminars, workshops and individual study.
7. Pass a post-offer medical examination, which includes a drug test.
8. Prefer non-tobacco user.
9. Pass a Department of Justice criminal record check and background/reference check for employment.