

**CITY OF LINCOLN**  
**BUILDING OFFICIAL**

*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, manages, directs and coordinates the activities of the Building division, including the enforcement of City building regulations; exercises direct supervision over technical and clerical staff; serves as a technical resource for assigned staff; reviews plans and issues permits; ensures safe work practices, work quality and accuracy; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Building Official** is the management level class responsible for assisting the Director in the day-to-day administering, directing and supervising of assigned divisions. This class is distinguished from the next higher classification of Director of Development Services in that the latter is responsible for overall management of the department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Development Services or his/her designee. Exercises direct and indirect supervision over assigned staff.

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

- Administers the day-to-day activities and operations of the Building division. This includes the implementation of goals and objectives; the establishment of schedules and methods for building inspections and the implementation of policies and procedures.
- Provides overall management for assigned division; plans, prioritizes, assigns, manages and reviews the work of staff involved in building inspections and plan checks; performs the more complex and technical assignments related to assigned responsibilities; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises, and participates in the development, implementation and maintenance of assigned division goals, objectives, policies and procedures; reviews the work of staff, evaluates operations and activities of assigned responsibilities and recommends improvements and modifications.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; assigns division work activities, reviews work in progress and submits finished products to the director.
- Directs and coordinates the day-to-day activities of department staff; develops strategies to improve the department's technical infrastructure; reviews and evaluates fee structures; assists the director in

developing and managing the division budget.

- Provides technical and professional advice; prepares and coordinates reports and presentations on as needed for City Council, community groups, boards, commissions and regulatory agencies.
- Serves when required as department head in the absence of the Director and Assistant Director.
- Monitors and keeps informed of current laws and code requirements in the building field; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues or complaints; represents the department with other City departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the department.
- 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 and making repetitive hand movement in the performance of daily duties. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision when inspecting work and in reading written reports and work related documents. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent may be required to work at times outdoors in all weather conditions, including wet, hot and cold. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles.

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

**Education and/or Experience:**

The combination of education and experience that provides the knowledge, skills and abilities necessary for a **Building Official**. The typical way of obtaining the required qualifications is to possess the equivalent of five years of experience as a building inspector, five years of experience at a supervisory level and a Bachelor's degree with courses in building inspection, engineering, architecture, construction or related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of two I.C.B.O. certifications one of which must be certification as a building inspector and certification as a Building Official through the International Code Council is required.

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

**Knowledge of:**

Types of building construction, materials and methods and all stages of construction; modern and complex principles and techniques of building construction and inspection work; modern and complex principles of structural design and engineering mathematics; accepted safety standards and methods of building construction for commercial, industrial and residential buildings; related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical Codes; basic principles and practices of program and budget development; methods and techniques of supervision, training and motivation; basic mathematic principles; applicable federal, state and local laws, codes and regulations, including construction code manuals and specifications; methods and techniques of scheduling work assignments; standard office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

**Ability to:**

Represent the interests of the City with a variety of agencies and the public; read, interpret and apply pertinent federal, state and local laws, codes and regulations, develop and administer a budget; assure that construction conforms to City code requirements; explain applicable laws, codes and regulations; train, supervise and motivate assigned staff; plan, organize, evaluate and direct work of assigned staff; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; 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 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; and safely and effectively operate a variety of tools and equipment used in building inspection.

**Salary Range:** Mid-Management Salary Schedule (by title)  
**FLSA:** Exempt  
**Employee Group:** Mid Management/Confidential Self-Represented Unit  
**Adopted:**