



1 East Main St.
PO Box 398
Ione, CA 95640

JOB ANNOUNCEMENT

Building Official/Code Enforcement Officer

The application deadline is 4:00 P.M. on Monday, May 20th or until filled.

The City of Ione is accepting applications for the position of full-time, benefited Building Official/Code Enforcement Officer. This position will work under the general direction of the City Manager and will supervise subordinate staff.

Knowledge/Skills/Abilities

Knowledge of: Methods and techniques used in conducting building inspections; California building, plumbing, electrical, mechanical, energy, and related codes; characteristics of common materials used in building construction; principles of trades areas as they relate to inspecting buildings and mechanical, plumbing, and electrical systems; methods and techniques applied to the design and construction of residential, commercial, and industrial buildings; safety standards and methods of building construction and materials used at all stages of construction and code enforcement; applicable Federal, State, and local laws, codes, and procedures relevant to assigned areas of responsibility, including ADA; math principles including algebra, geometry, and trigonometry; record keeping principles and procedures; operations and organizational structure of municipal government; principles and practices of research and report preparation; modern office procedures, methods and equipment including computers and supporting software applications; computerized applications for building inspection; English usage, spelling, grammar, and punctuation; principles and practices of filing and record keeping; methods and techniques of public relations and customer service; City and mandated safety rules, regulations, and protocols.

Ability to: Perform the full range of assigned inspections in residential, commercial and industrial buildings; interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures; review, understand, interpret, and analyze construction blueprints, plans, specifications, and architect and engineering drawings for application to inspection services; examine workmanship and materials to detect deviation from plans, regulations, and standard construction practices; prepare clear and concise correction notices; investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner; effectively represent the division and the City in meetings with other departments, public and private organizations, and individuals; use tact, initiative,

prudence, and independent judgment within general policy, procedural, and legal guidelines; analyze situations and develop sound solutions, while maintaining safety at all times; plan and organize multiple tasks and projects to meet deadlines; work fairly and courteously with all customers; establish and maintain accurate logs, records, and written records of work performed; deliver quality customer service.

EXAMPLES OF ESSENTIAL FUNCTIONS: (Illustrative Only): *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Establishes schedules and methods for providing building inspection services; identifies resource needs; and reviews needs with City Manager to allocate resources accordingly.
- Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
- Performs field inspections of new and existing commercial, industrial, and residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, life safety, and other functional elements.
- Confers with legal, fire, and planning staff regarding building, fire, life safety, zoning and other code interpretations and applications.
- Performs non-structural plan checking for completeness, accuracy, and code compliance for new construction, alterations, or remodeling for existing structures; ensures compliance with applicable codes and accepted engineering practices.
- Reviews energy calculations to ensure compliance with State codes.
- Reviews plans and applications for building permits; issues building permits; makes final inspections and issues certificates of occupancy.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews damaged buildings for safe occupancy after fires or other occurrences.
- Consults with the City Planner, City Manager and City Attorney regarding legal aspects of code compliance and building matters.
- Writes “stop work” notices for work being done without permits or in an unsafe manner.
- Coordinates, manages and inspects a public works project which involves City streets, utility easements, parks and facilities.
- Coordinates activities of building inspection and code enforcement with other divisions, departments, and outside agencies as necessary; confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
- Consults with City Engineer, Sewer Engineer, Chief Wastewater Operator, Street and Parks Maintenance Supervisor, and City Manager on public works projects
- Performs grading inspections with an emphasis on drainable systems, compaction, sub-drainage, and environmental protection.

- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction site meetings; resolves complaints and problems.
- Receives, records and investigates complaints from the public and staff regarding violations of housing codes, ordinances, standards, health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records; prior complaints, housing codes and ordinances, and state regulations to establish whether a violation has occurred.
- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues of vacant properties; provides confirmation to public by telephone and in person regarding code regulations.
- Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations after conferring with City Attorney and/or City Manager.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at nuisance abatement hearings.
- Establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearing and court proceedings, as necessary.
- Prepares a variety of correspondence, reports, correction notices, and other written materials.
- Reviews and makes recommendation on all existing and new applicable codes, rules and regulations; proposes adoption of and amendments to codes and compliance methods.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs other duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE: *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education: Equivalent to an Associate's Degree from an accredited college or university with major course work in building construction, engineering, architecture or a related field. A Bachelor's Degree is desirable.

Experience: Four (4) years of full-time experience as a journey-level building inspector performing work within one or more inspection disciplines in another municipal, county or city government agency and two (2) years of experience in the enforcement of building codes and/or plan checking.

LICENSES AND CERTIFICATES:

Possession of, or ability to obtain and maintain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits, designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to the following:

- Possession of, or ability to obtain and maintain a Certified Building Official (CBO) certificate as issued by the I.C.C. within one (1) year of employment.
- B1 or B2 Building Inspector's Certificate (Required)
- B3 Building Plan's Examiner Certificate (Required)
- Certified Electrical Inspector (Preferred)
- Certified Plumbing Inspector (Preferred)
- Certified Mechanical Inspector (Preferred)
- Accessibility Specialist Certification (CAsp)
- Certification as a Code Enforcement Officer by the International Conference of Building Officials or the International Code Council

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Computer Skills: Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills: Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Customer Service: Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Flexibility: Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

Multi-Tasking: Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving: Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Reliability: Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and has excellent attendance.

Supplemental Information

WORKING CONDITIONS: May be required to attend off-hour and/or off-site meetings.

PHYSICAL DEMANDS: Must possess mobility to work in a construction or field environment including exposure to loud noise, frequent exposure to chemicals, fumes, and other environmental substances; mobility to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; mobility to work in a standard office setting and use standard office equipment, including a computer; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 50 pounds.

ENVIRONMENTAL ELEMENTS: Employees generally work in a construction or field environment including inclement weather conditions and construction and traffic hazards. Employees may also work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.

SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the required employment application. Applicants are also required to provide their resume upon applying. Only the candidates whose backgrounds best match the position will be invited to proceed in the oral interview process.

COMPENSATION AND BENEFITS

The salary range is \$74,900 - \$91,041 per year. The City contributes up to \$1750/ month towards a Cafeteria Plan under the provisions of Internal Revenue Code Section 125 for permanent full-time and part-time employees who work over 1,040 hours per a 12-month period.

Employees new to the CalPERS retirement system will be PEPRA eligible (2% at 62 formula). For more detail, please refer to the Employee Handbook.