



# CITY OF BANNING, CALIFORNIA

## Development Services Manager (Building Official)

Job Code: 3210

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general direction, oversees, plans, organizes and administers operations related to the enforcement of California model construction codes including building, plumbing, electrical and mechanical codes. Reviews construction plans and permit applications and oversees the enforcement of City ordinances.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Reviews newly adopted construction codes and proposed code changes. Monitors changes in acceptable construction materials and methods. Keeps abreast of new laws and court decisions that affect construction and code enforcement. Develops policies and procedures in response to changes in codes and laws. Recommends new ordinances and modifications to existing ordinances to meet the changing needs of the City.

Reviews building plans, specifications and applications for permits for new construction or modification to existing structures. Establishes and collects permit fees. Issues construction permits. Conducts complex building inspections and code enforcement investigations. Monitors and manages collection of monies relating to permit fees. Reviews and approves revenue and expenditure activities of the division,

Selects, assigns, evaluates and manages building inspection and code enforcement personnel work activities. Prioritizes, schedules and delegates work assignments of building inspection and code enforcement staff. Identifies and implements new employee and on-going staff training programs.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge construction and engineering concepts.
- Knowledge of bookkeeping and accounting procedures and principles.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** five (5) years of building inspection and/or code enforcement experience that includes two (2) year of management and/or supervision.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application a combination of two (2) or more of the following certifications: Building, Plumbing, Electrical or Mechanical Inspector, Plans Examiner, Building Official or Code Enforcement. Must have at the time of application an International Code Council (ICC) Certification. Must have at the time of application and must maintain a California driver license. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.