



City of Greenfield

BUILDING OFFICIAL/CODE ENFORCEMENT

Effective Date: 9.2015

DISTINGUISHING FEATURES OF THE CLASS

The fundamental reason this classification exists is to (1) review and approve applications for construction permits for residential and moderately complex commercial projects such as tenant improvements, remodels, and small structures based on applicable codes, ordinances, and administrative directives enforced by the Community Services Department; (2) provide construction inspection services, including building and public works inspections; (3) enforce land use ordinances, issue citations, write inspection reports, make compliance recommendations for safety and building statutes, and implement public information initiatives for compliance with applicable regulations, and (4) provide rental property inspections to identify deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units, and ensure compliance with all applicable building, housing, zoning, and health and safety codes and ordinances. Under the direction of the Community Services Director, work independently and make decisions requiring broad technical expertise.

ESSENTIAL FUNCTIONS

Building Official

- Advise construction permit applicants as to whether proposed construction conforms to building, plumbing, mechanical, and electrical codes, zoning ordinances, and related regulations and directives.
- Review plans, specifications, and other data for building permits, approve or deny applications for residential, commercial, and industrial construction permits, ensure permits meet requirements and are issued in accordance with established procedures, and determine appropriate building permit and inspection fees.
- Interpret codes and inform applicants of construction code and zoning requirements.
- Inspect materials, grades, and other work for new and existing residential, commercial and industrial properties for conformance with codes, regulations, plans, specifications, details, and standard construction practices related to foundations, framing, electrical, plumbing, access, life safety, energy compliance and other functional elements.
- Observe work in progress to ensure that procedures are followed and materials used conform to specifications.
- For City construction and maintenance projects performed by contractors, compute monthly estimates of work completed and recommends payment for contractors.



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- Ensure that proper safety and traffic control procedures are followed.
- Confer with and provide information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolve complaints and problems.
- Investigate complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; review buildings for business usage and for occupancy after fires or other occurrences.
- Perform rental property inspections to identify deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units; advise owners of required rehabilitation; and ensure compliance with all applicable building, housing, zoning, and or health and safety codes and ordinances.
- Issue certificates of compliance under the City's Residential Rental Inspection program.
- Prepare a variety of correspondence, reports, procedures, and other written materials.
- Other duties as assigned.

Code Enforcement

- Perform field inspections and office duties, ensuring compliance with the city's land use, housing, zoning, abatement, dangerous buildings, and nuisance ordinances.
- Perform field surveys and investigate complaints of possible code and ordinance violations; contact property and business owners to schedule and conduct on-site inspections.
- Advise violators of ordinance requirements and seek to gain voluntary compliance.
- Take photographs and gather all pertinent facts from the parties involved; issue notices of violations and, when necessary, citations; maintain records of inspections and enforcement efforts; and prepare required documentation for legal actions.
- Testify in court proceedings regarding code violations; perform follow-up actions as needed to ensure compliance; confer with related agencies and city departments on disposition of complaints and code violations; and prepare reports and correspondence related to code enforcement inspections, violations, and other activities.
- Implement code compliance programs including public liaison and information initiatives to educate the public regarding City ordinances.
- Prepare reports regarding code compliance activities, cases, and resolutions.
- Implement condition compliance procedures to ensure that project applicants and property owners comply with conditions of approval for discretionary land use permits and design reviews.
- Interact with legal counsel regarding the initiation and implementation of legal sanctions when voluntary compliance cannot be achieved.
- Other duties as assigned.



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General

- Respond to the more difficult questions and concerns from the general public; provide information as appropriate; and resolve public service complaints.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties; estimate time, materials and equipment necessary for the successful completion of the project; and acquire necessary resources as appropriate.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- City codes, ordinances, and directives, including building, electrical, mechanical, plumbing, life safety, energy, and zoning requirements applicable to building and construction trades.
- Federal, state and local laws, regulations and procedures related to code enforcement.
- Various construction materials and practices, methods, and stages of construction.
- Mathematical principles required to perform related technical calculations.
- Symbols and terminology used in architectural and engineering drawings.
- Practices for documenting inspections and correcting violations.
- Techniques and methods of housing and commercial inspection to identify building, zoning, and health and safety concerns.
- Effective analytical and interviewing techniques.
- Technical report writing skills and citation insurance procedures.
- Public relations and conflict resolution skills.
- Personal safety practices.

Ability to:

- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Read and accurately interpret plans and specifications.
- Comprehend and make inferences from written material.
- Make decisions in accordance with plans and specifications and City policy and procedures.
- Observe or monitor work/procedures to determine compliance with prescribed specifications or safety standards.
- Interpret and understand applicable city and state building codes and zoning ordinances and regulations.



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- Work independently and as part of a team.
- Conduct investigations and maintain accurate records of findings; prepare clear, concise and accurate correspondence and reports; and communicate report findings before the City Council and courts of law.
- Advise property owners and general public on compliance with codes.
- Establish and maintain effective working relationships with property owners, developers, the general public, co-workers, and other public agencies.
- Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.
- Consult and remain informed of current literature, information sources and research techniques in the fields of building inspection and code enforcement.
- Identify municipal code violations and respond appropriately based on established policies and direction.
- Analyze and compile technical and statistical information and identify alternative solutions; evaluate consequences of proposed actions; and implement recommendations.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Observe safety principles and work in a safe manner.
- Techniques for dealing with and solving problems presented by individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the phone.
- Bilingual English/Spanish required.

ACCEPTABLE EXPERIENCE AND TRAINING

Education and Experience

Completion of high school/GED supplemented by certificates of proficiency in code enforcement and building inspection (see Licenses and Certifications below) and four years' experience performing residential and commercial building inspection and code enforcement services.

Licenses and Certifications

- Must possess a valid California Class C driver's license with a satisfactory driving record.
- Must possess ICC Building Inspector or Plans Examiner certification, both residential and commercial.



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- Within twelve months of start of employment must possess certification as a Code Enforcement Officer from California Association of Code Enforcement Officers, California Code Enforcement Corporation, or similar certification approved by the California Association of Code Enforcement Officers.
- The following certifications are desirable:
 - ICC Electrical Plans Examiner or Inspector
 - ICC Mechanical Plans Examiner or Inspector
 - ICC Plumbing Plans Examiner or Inspector
 - ICC Accessibility Inspector/Plans Examiner or Inspector

WORKING CONDITIONS

Must be available for regular standby assignments, able to work emergency overtime as required and respond to emergencies in the time period specified by City Administration, and some weekend and evening work is required. Must be willing to work outdoors in all weather conditions, with exposure to traffic and potentially hazardous conditions and toxic chemicals. Ability to traverse by foot on uneven, muddy, wet, and rocky surfaces. Will climb ladders, walk on uneven terrain, and work in confined spaces. Will spend time each day driving from location to location to conduct inspections. Will work in office and field environments.