

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**CHIEF BUILDING SUPERVISOR/ BUILDING OFFICIAL**

**DEFINITION**

Under administrative direction to plan, organize and direct the operation of the Building Inspection Division of the City; inspect buildings, examine plans and specifications in the enforcement of laws regulating the construction of buildings in the City; issue permits and collect fees; perform plan checking; and do related work as may be required.

**EXAMPLES OF DUTIES**

Supervise the building inspection workload; monitor and audit issuance of building, electrical, mechanical, plumbing, sewer connection and other applicable construction permits; perform and supervise inspections of building construction, plumbing work, mechanical equipment, and gas installations in residential, industrial, commercial, retail, and public buildings to insure compliance with State and City codes; review and investigate violations and enforce compliance of building and zoning laws; check plans for completeness and adequacy before issuing permits; check structural details of plans for residential and commercial structures for compliance with ordinances and codes. Classify, code, and supervise maintenance of files and records of inspections, plans, maps, and similar documents. Supervise, train and evaluate job performance of subordinate employees; prepare the annual budget request and the annual report for the Building Division; attend commission meetings and other conferences pertaining to building codes and regulations and their enforcement.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Federal, state and municipal codes, ordinances and regulations related to zoning, building construction, plumbing, mechanical equipment, gas and electrical installations, building construction materials and accepted safety standards; principles and techniques of inspection work, quality assurance and testing procedures applied to materials and workmanship; elements of effective personnel supervision and budget management.

**Ability to:** Analyze, interpret and accurately check plans and specifications; acquire and demonstrate skill in supervising, training, and evaluating job performance and other functions related to managing the work of others; learn administrative techniques, methods and procedures of personnel management, budget preparation, and other skills related to successful management of the Division; work with, troubleshoot, and assist in developing improvements to computerized Division operations; maintain

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cooperative working relationships with engineers, architects, contractors, government officials, employees and the general public, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Three (3) years of progressively responsible experience in building inspection, building construction, or structural engineering; at least one (1) year of which was served in a plan checking or inspection capacity at the supervisory level.

**Education:** Graduation from a college or university or the equivalent, with a major in civil engineering, structural engineering, architecture, or building inspection. OR  
OR: Graduation from high school with a minimum of six (6) additional years experience working in the construction trades as a general contractor or building inspector, at least two (2) of which was served in a supervisory capacity with responsibility in related construction inspection and project management work.

**License:** Possession of a valid Class C California Driver License. Possession of an International Code Council or equivalent certificate as a Building Inspector and Plan Examiner. Possession of a Building Official Certificate from the Council of American Building Officials, or the ability to obtain this certificate within one year from date of hire. Registration as a professional Civil Engineer or Structural Engineer, or licensed Architect in the State of California is desirable.