

DIRECTOR OF BUILDING AND SAFETY

NATURE OF WORK

This is highly responsible administrative and professional work in directing all activities and coordinating the technical programs and all employees in the Department of Building and Safety.

Work involves responsibility for coordination of Building and Safety programs relative to the construction, alteration, demolition and repair of all buildings; enforcement and compliance with the Minimum Housing Code; and enforcement and compliance with applicable fire codes in the City to assure adherence to required standards. Work also involves interpreting and making changes to the appropriate municipal building, plumbing, heating, electrical, sign, zoning and fire prevention codes. Supervision is exercised over a staff of technical personnel through subordinate supervisors. Work is reviewed through discussion of problems to be resolved within the goals and objectives of the City. This position is in the unclassified service and reports to the Mayor.

EXAMPLES OF WORK PERFORMED

Supervises and coordinates fully the operation and administration of programs relative to building, plumbing, heating, electrical, sign, zoning, and fire prevention codes.

Interprets and makes recommendations for changes to the appropriate Municipal Codes.

Directs the enforcement and compliance of the Minimum Housing and fire codes to assure adherence to required standards.

Confers and corresponds with property owners, architects, engineers, attorneys, contractors and other interested parties pertaining to proposed construction as it relates to Municipal laws; assists in establishing all building and related code and zoning ordinances interpretations.

Confers with technical subordinates and other interested persons regarding the desirability for changes and modifications of codes and ordinances; and makes recommendations for the improvement of such codes.

Directs the proper accounting for money received or disbursed, and of all City equipment and other property under his department.

Attends civic club meetings, churches, schools and other places of public gathering to explain the activities and functions of the building and safety department and to establish favorable public relations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of modern building construction, design, practices, materials, methods and equipment.

Extensive knowledge of municipal building, plumbing, heating, electrical, sign, fire and zoning codes and related laws and ordinances.

Extensive knowledge of the principles and practices of engineering and architecture as applied to designs of reinforced concrete, steel, wood, and other structures.

Extensive knowledge of public management and policy implementation.

Ability to organize and direct through subordinate supervisors the work of a staff of technical subordinates.

Ability to understand and accurately interpret building plans and specifications.

Ability to assign, supervise and review the work of a staff of subordinate inspectors and to give advice on difficult procedural and related problems.

Ability to enforce regulations with firmness, tact and impartiality and to prepare and present pertinent technical reports.

Ability to make inspections of a variety of public, industrial, commercial and residential buildings for conformance with municipal building and fire laws, regulations and standards.

Skill in making complicated engineering and mathematical calculations and in the use of engineering devices and reference materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in Civil Engineering or Architecture supplemented by a Masters Degree; and extensive experience in the design, construction and inspection of building structures.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in Civil Engineering or Architecture; and experience in the design, construction and inspection of building structures, or any equivalent combination of education and experience which provides the desirable knowledges, abilities and skills.