

## **BUILDING SERVICES MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, and manages the operations of the Building Services Division including plan check and inspection services; serves as the City Building Official in providing enforcement and interpretations of all state and local building codes and the creation and implementation of policies and procedures; ensures the life, health and safety of the citizens of the City as it relates to the construction, use, and occupancy of all structures; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Department Director.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Department Director or Assistant Director. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

### **DISTINGUISHING CHARACTERISTICS**

The Building Services Manager manages activities within an assigned program of the Building and Safety Services Division. Incumbents oversee subordinate staff including first-line supervisors engaged in functions within an assigned program. The Permits Center Program includes public counter processes of plan check, permits issuance, and public services; comprehensive plan checking for residential, commercial, and industrial projects and specialty inspection support services as required. The Inspection Services Program includes comprehensive inspection services for residential, commercial, and industrial projects; and specialty plan check services as required. The Land and Engineering program processes various types of subdivision maps, development agreements, land development covenants and administers water, sewer and urban growth management fees as required. This is an unclassified position in which the incumbent serves at the will of the Department Director.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but not limited to, the following:*

Plans, organizes, and manages staff engaged in the operation of plan review, inspection services, and public counter services for enforcement of state and local codes, ordinances, and regulations related to life, health, safety, accessibility standards, structural and grading, plumbing, mechanical, electrical, energy efficiency, and green building standards.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Provides technical code interpretations and response to engineers, architects, and members of the construction industry; renders decisions related to application of state and local codes and regulations and provides acceptable solutions to complex design and construction issues.

Establishes and provides written policies and procedures related to the implementation and enforcement of state and local codes and regulations.

Plans, organizes and manages staff engaged in official mapping records administration, development impact fee administration, special permit and plan review for public easement and infrastructure entitlements, geographical information system applications, permit management system land database inputs, quality control of official addresses, public sewer and water utility connections, and processing of various types of maps.

Compiles statistical data and prepares reports related to building permit activity used by various federal, state, and local agencies.

Provides leadership role to enforce all federal, state, and local building regulations.

Participates in the preparation and monitoring of the Building and Safety budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Provides plan check, front counter duties, and inspection services as required.

Provides preliminary review of projects with design professionals and customers.

Serve as the liaison for the Building Services Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

Attends and participates in various City Council, Planning Commission, Building Commission and other related meetings to represent department/division on various project code and policy issues.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services, and activities of a Building Services Division.

Principles and practices of program development and administration.

Modern principles, practices, and methods used in various building inspection areas including structural, plumbing, electrical, and mechanical.

Construction methods and procedures.

Architectural and engineering principles and practices, construction methods and building industry practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Geographical information systems and permit management system applications.

Operational characteristics and use of standard equipment used in building inspection and the building trades.

Occupational hazards and standard safety procedures.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations including the California Building Standards Code, Uniform Building Code, Plumbing, Mechanical and Electrical Codes, Green Building Standards Codes, Title 24 Subdivision Map Act, and Fresno Municipal Code.

**Skills to:**

Use computers and applicable software applications.

**Ability to:**

Oversee and participate in the management of a comprehensive Building Services Division.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer program budgets.

Read and interpret complex plans and specifications.

Analyze complex building inspection and code enforcement issues, evaluate alternatives, and reach sound conclusions.

Make adjustments to operating procedures as necessary to improve organizational effectiveness.

Exercise sound independent judgment.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Safely and effectively operate tools and equipment used in building inspection. Respond both in writing and orally, to inquiries and ability to resolve disputes related to process review and codes with customers and staff.

Prepare clear, concise, and comprehensive reports, records, and correspondence.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted during the course of business including various City and other agency officials, design professionals, contractors, customers, and the general public.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Graduation from an accredited college or university with a Bachelor's Degree in

engineering, construction management, architecture, or a related field (Graduate Degree desirable); and

**Experience**

Four years of progressively responsible administrative or management experience in one or more of the following areas: architecture, engineering, construction, code enforcement, permit or plan review, inspection, land division and development or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

**Special Requirement(s):**

Certification as a Certified Building Official (C.O.) by the Council of American Building Officials (CABO) is desirable.

Registration as a civil engineer or licensing as an architect by the State of California is desirable.

Possession of a valid California driver's license may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_