

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 enforcing and providing interpretations of all state and local building codes; creates and implements policies and procedures to effectuate state and local building codes; 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 support to the Assistant Director and Department Director.

SUPERVISION RECEIVED/EXERCISED

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

DISTINGUISHING CHARACTERISTICS

The Building Services Manager manages all activities 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 includes public counter processes of plan check, permit issuance, and public services; comprehensive plan checking for residential, commercial, and industrial projects; and specialty inspection support services as required. Inspection Services includes comprehensive inspection services for residential, commercial, and industrial projects; and specialty plan check services as required. Records includes collection and maintenance of all official building records including but not limited to certificates of occupancy, as-built drawings, and other records as required by law. 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, and public counter services for enforcement of state and local codes, ordinances, and regulations related to life, health, safety, accessibility, structural, grading, plumbing, mechanical, electrical, energy efficiency, and green building.

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.

Engages in plan check, front counter, and inspection services as required.

Provides preliminary review of major or complex 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.

Acts as the Secretary to the Building Appeals Commission as required by California Building Code.

Attends and participates in various City Council, Planning Commission, Building Appeals 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.

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

Modern 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.

Safely operate a motor vehicle.

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 required.

Valid registration as a Professional Engineer, Civil Engineer or Architect by the State of California is desirable.

Possession and continued maintenance of a valid California driver's license is required at time of appointment.

APPROVED: _____ (Signature on File)
Director of Personnel Services

DATE: 4/10/2025