



## **ASSOCIATE BUILDING OFFICIAL**

**DEFINITION:** To be responsible for inspection of all residential, commercial, and industrial buildings and structures in all stages of construction, alteration, and repair. Supervise and/or act as a journey-level building inspector; Supervise and/or perform enforcement of building, plumbing, and electrical codes and laws; and to perform related duties as required.

**ESSENTIAL JOB DUTIES:** The Associate Building Official is a single position class that serves as a full line assistant to the Public Works Director in their capacity as the Director of Building & Safety and County Building Official. Supervises subordinate Building Department staff. Makes field inspections of building construction, plumbing, and electrical installations in residential, business, or public buildings to ensure compliance with applicable codes, ordinances, and regulations; conducts final inspections of completed work giving approval to acceptable structures and installations; review construction plans for location, setbacks, easements, and conformance with building codes; issues building permits; investigates violations of building and zoning laws; issues correction or stop work notices when necessary, and notifies owner of defects in building work; provides builders and the general public with information concerning various building regulations and codes; checks quality of materials and methods of construction; gives field approval to plan changes where obvious compliance with code provisions is involved; interprets and enforces a variety of codes, ordinances, and regulations; spot checks new construction for compliance with applicable codes and ordinances; keeps records and maintains reports of inspections and related activities.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with three or more years of responsible building inspection work involving code enforcement, preferably in a California governmental agency, plus completion of two or more ICBO trade certifications; OR five years of recent experience as a superintendent of building construction projects which involved code application and supervision of several of the building trades may be appropriate alternative experience.

**Knowledge of:** Proper methods and techniques of building construction; accepted safety standards and methods of building construction; building tools and materials; building codes, ordinances, and safety orders enforceable by the County.

**Ability to:** Apply knowledge to enforce proper codes and ordinances; follow proper inspection techniques to examine workmanship and materials, and detect deviations from

plans, regulations, and standard construction practices; read and interpret building plans, diagrams, specifications, and building codes; advise on standard construction methods and requirements; make arithmetical computations quickly and accurately; enforce necessary regulations with firmness and tact; maintain accurate work records and prepare comprehensive reports; work cooperatively with those contacted in the course of work.

Applicant must have the ability to lift in excess of 50 pounds, bend, squat, stoop, stand, and sit for extended periods. This position will also require the incumbent to work in confined spaces including under floor and attic areas. The applicant shall also have the ability to work in extreme weather conditions.

**Special requirements:** Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation.

Must obtain certification as a Building Official from ICC within 24 months of appointment.