

CITY OF GLENDALE

TITLE: Building Safety Manager CLASS CODE: 588

REPORTS TO: Building Safety Director GRADE: 31

DEPARTMENT: Building Safety FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Plans, organizes and manages the activities and staff of the Building Inspection, Cross Connection Control, Plans Review and Development Services Center Divisions.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and manages the activities and staff of the Building Inspection, Cross Connection Control, Plans Review and Development Services Divisions.
2. Develops and administers division budgets in accordance with program goals and objectives.
3. Develops and evaluates plan review, development and inspection policies, procedures, and service objectives.
4. Researches, interprets and recommends changes to building codes and City ordinances.
5. Reviews plans and manages the building inspection process for those projects that are controversial, have major policy decisions involved or have complex or unusual construction issues.
6. Analyzes, interprets and enforces the building, electrical, plumbing, mechanical and fire construction codes, American's with Disabilities Act and the State/Federal Water Acts.
7. Conducts research and analysis of new materials, systems and methods of construction to ensure compliance with building construction codes, and drinking water regulations.
6. Negotiates mutually acceptable solutions with architects, engineers, contractors and developers to solve problems on the interpretation and application of construction codes, deadlines, and services.
7. Advises the City Council, development community and the general public of construction code changes and interpretations, new materials and methods of construction.
8. Conducts public meetings to discuss and resolve building code issues.
9. Directs staff in the provisions of development customer assistance, through all phases of a project and provides technical direction to staff in construction codes, development procedures and inspection methods.
11. Directs staff in departmental philosophies on providing quality customer service in a regulatory atmosphere.
12. Directs staff in interpreting council development objectives.
13. Develops performance plans, evaluate staff performance.

14. Interviews, selects and trains staff.
15. Acts as Building Safety Director in his absence.
16. Directs staff in new service development and improvements to existing services.
18. Prepares written and oral reports to and makes presentations to Council and to the Building Safety Advisory and Appeals Board on proposed ordinances and construction code amendments.

SECONDARY FUNCTIONS:

19. Participates as a committee member in various local, state and national organizations and attends meeting related to building aspects of code enforcement and building code development.
22. Develops requests for proposals for consulting services, including contract negotiation and selection and management of outside consultants.
21. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

All major types of building construction, materials and methods.
Plan review and development process, procedures, requirements and standards.
Field inspections processes, procedures, requirements and standards.
Local, state and national construction codes, ordinances and standards.
Structural engineering in design of reinforced concrete, steel and timber as applied to construction of various structures.
Electrical and mechanical engineering as applied to the design and installation of mechanical equipment and systems in building.
Development engineering and landscaping relative to the development plans review process.
Computers and their application to development, inspection and plan review processes.
Zoning ordinance and the city code and their application and Interpretation.

Ability to:

Effectively plan, organize and manage the activities of Plan Review and Development Services, Building Inspection and Cross Connection Control programs and staff.
Establish and maintain effective working relationships with architects, engineers, contractors, the general public, and city and other government officials.
Effectively supervise, develop and train staff.

Communicate effectively verbally and in writing.

Read, interpret and explain codes, construction plans, maps, and other development related documents.

Make engineering and mathematical calculations and use various engineering tools and reference materials.

Recognize and diffuse potentially hostile situations with customers.

Negotiate mutually acceptable solutions to code conformance and development problems.

Explain code requirements, inspection procedures, development and plan review procedures to persons with various backgrounds.

WORKING CONDITIONS:

Primarily office setting with occasional field visits.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in architecture, engineering, building construction or related field and five years experience in plan review, construction contracting, building inspection, architecture or engineering including at least two years of supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS: A valid Arizona driver's license. ICC certification as a Plans Examiner, Combination Inspector, or Specialist Certification in structural, electrical or plumbing/mechanical inspection within one year of appointment.