

CITY OF GLENDALE

TITLE:	Building Safety Director	CLASS CODE:	589
REPORTS TO:	Deputy City Manager, Neighborhood and Community Development	GRADE:	53
DEPARTMENT:	Building Safety	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Plans, organizes, and directs the activities and staff of the Building Safety Department.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs the activities, goals and objectives and staff of the Building Safety Department.
2. Directs and develops staff in city and departmental philosophies on providing customer service in a regulatory atmosphere.
3. Develops and monitors departmental budget in accordance with program goals and objectives and City policies.
4. Interprets the intent of the performance-oriented building, electrical, mechanical and plumbing codes.
5. Analyzes and reviews with managers new federal, state and city regulations to determine impact on departmental policies and activities; reviews code changes developed and recommended by managers.
6. Makes final rulings deeming construction installations as detrimental or dangerous to the health, safety, or welfare of the public; declares buildings as dangerous and orders demolition.
7. Confers with and advises managers on problem areas relating to plan review, inspections, permit issuance, code applications and technical or administrative issues.
8. Negotiates acceptable solutions for code compliance of complex building systems, phased constructions schedules, or other complex or sensitive issues; consults with builders, architects and engineers regarding code violations, construction methods and departmental policies.
9. Confers with upper management, City Attorney, and City Council on issues concerning sensitive departmental activities.
10. Serves as an ex-officio member and secretary to the Building Safety Advisory and Appeals Board.
11. Participates in specific City, County, State or Federal committees and organizations related to building code development, enforcement, and policies.
12. Develops performance plans and evaluates managers, of building safety divisions.

SECONDARY FUNCTIONS:

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Principles and practices of management.

Current building, electrical, mechanical and plumbing construction methods, materials and systems and code application to construction.

Structural engineering and architectural design and how they relate to building construction and code compliance.

Federal, state and local building and zoning laws, regulations and ordinances and legal processes used to obtain code compliance.

Ability to:

Effectively plan, organize and direct the activities of a department.

Effectively manage and develop staff.

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with city staff, city officials, committees, developers, contractors, architects, engineers, owners and the public.

Negotiate alternate solutions with developers, contractors, architects, engineers, and owners.

Read and interpret complex building plans, specifications and codes.

WORKING CONDITIONS:

Office setting with frequent trips to construction sites, including entry into buildings under construction and damaged buildings.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Building Construction, Architecture, Engineering, or a related field and five years progressively responsible experience in City Plans Examining or Inspection including two years of management experience. Master's Degree is preferred.

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

SPECIAL REQUIREMENTS:

CABO Certification as a building official within one year of appointment.

ICBO certification as a Plans Examiner or Building Inspector within one year of appointment.

Residency in the City of Glendale within 12 months of appointment.

A valid Arizona Driver's License.