

**CITY OF COLTON  
BUILDING OFFICIAL**

**DEFINITION:**

Under the direction of the Development Services Director, directs the Building & Safety Division to insure compliance with codes, ordinances and laws pertaining to commercial, industrial and residential building, within the City's jurisdiction, including plan checks and inspections.

**DISTINGUISHING CHARACTERISTICS:**

The **Building Official** is the management level class responsible for day-to-day operations of the Building & Safety Division of the Development Services Department.

**SUPERVISION EXERCISED:**

Exercises direct supervision over assigned professional and technical staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Manage the administration of the building permitting function, including application processing, fee assessment and collection, and permit issuance.
- Plan, coordinate, prioritize, monitor and participate in the work of Building Inspection, ensuring work quality and accuracy; maintain appropriate work records which may include performance evaluations of staff.
- Perform the more difficult and complex building inspection duties of the work unit including making field inspections of large and complex commercial, industrial and new building projects during various stages of construction.
- Provide commercial and residential plans examination services within established timeframes.
- Review and provide Building-related comments on Planning applications, including site plans and discretionary applications upon referral.
- Manage consultant contracts for specialized plans examination services (e.g. structural, architectural).
- Provide support for emergency or disaster preparedness and response services. Services may be required outside of regular work hours.
- Compile monthly status reports for Director, to include plan check and permit totals, fee revenue and valuation, and inspections.
- Prepare updates to the City's Building Codes, as needed and required by State law.
- Monitor work activities to ensure safe work practices, work quality and accuracy; ensure compliance to applicable building codes and City ordinances, Federal, State and County rules, and City policies and procedures.
- Coordinate plan check of building plans among Building, Planning, Electric, Fire and Public Works Departments and resolve issues, as needed.
- Provide information, instruction and training to technical staff as needed; oversee the selection, training and evaluation of building inspection personnel; implement disciplinary procedures as necessary and appropriate.

- Enforce building related codes, including California Building Code, California Residential Building Code, Mechanical Code, Plumbing Code, Electrical Code, Green Building Standards, and the Accessibility, Noise and Energy Conservation requirements of Title 24, and local codes such as nuisance abatement, etc.; issue correction notices.
- Research problems and complaints regarding commercial, industrial and residential buildings, building construction and building code compliance. Respond to complex and sensitive building issues.
- Provide assistance on annual Development Services budget and user fee updates.
- Explain, interpret, and provide guidance to architects, engineers, contractors, developers, and other interested parties regarding all applicable codes within area of responsibility, including but not limited to ADA/accessibility requirements.
- May participate in organizational and community group meetings; respond to questions and inquiries; represent the Development Services Department at City Council meetings, in court, and committees such as the Code Enforcement and Housing Advisory Committee, Historic Recommendation Committee, and any staff-level application review committee(s).
- Perform assistance on other matters as assigned by Director.

**WORKING CONDITIONS:**

Position requires sitting, standing, walking on level, reaching, twisting, turning, kneeling, bending, and stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:****Education and/or Experience:**

Possession of a Bachelors' degree from an accredited college or university with a major in architecture, civil engineering or a closely related field. Five years of increasingly responsible experience in the inspection and plan review of public, commercial, industrial and residential buildings including two years of supervisory responsibility. Certified Access Specialist (CAsp) certification is preferred.

**License/Certificate:**

Possession of a valid Class "C" California Driver's License.

Possession of Continuing Education Certification for courses as required by the State of California.

Possession and maintenance of ICC and/or CABO Building Official Certification.

**KNOWLEDGE/ABILITIES/SKILLS:****Knowledge of:**

- State and City codes and ordinances relative to private and civil works construction inspection.
- City's construction specifications, policies, and rules.
- Standard construction drawings and types of construction materials and variations in their quality.
- Modern methods of private and civil works construction.
- Acceptable safety standards and practices in private construction.
- Principles and techniques of construction inspection.
- Modern office equipment, including computer and applicable software, including electronic plans routing and plan check.
- Methods and techniques of supervision, training and motivation.

**Ability to:**

- Apply applicable laws, codes and regulations.
- Interpret and explain provisions of construction and safety ordinances, including permit requirements enforced by the City.
- Calculate slope and other construction-related requirements.
- Apply technical information in construction trades work to building site situations.
- Use sound inspection methods to explain workmanship and materials, and to detect deviations for plans, specifications, and standard installation practices.
- Read and interpret plans, diagrams, and specifications.
- Review and check plans for proper design, code and ordinance compliance.
- Make arithmetic calculations quickly and accurately.
- Establish and maintain effective working relationships; communicate clearly and courteously with the City's internal and external customers.
- Work well with the public and with local contractors.
- Read and understand complicated plans and blueprints.
- Communicate effectively orally and in writing.
- Develop schedules and methods for performing assigned duties.
- Maintain appropriate work records and documents, which may include time sheets and work orders.
- Compile and prepare statistical and/or analytical reports on operations as necessary.
- Manage, direct and coordinate the work of subordinate staff

**Skill to:**

- Effectively operate a motor vehicle on City streets.

**Approved by Council:**

# ATTACHMENT 3

SALARY TABLE EFFECTIVE 10/01/2013  
FULL TIME CLASSIFICATIONS

Job Classification Title	Salary		
	Low	High	
Account Technician I	3114	3785	
Account Technician II	3425	4163	
Accountant	4243	5157	
Accounting Manager	7109	8641	
Administrative Analyst I	4364	5304	
Administrative Analyst I (Executive Unit)	4364	5304	
Administrative Analyst II	4800	5834	
Administrative Analyst Trainee	3262	3978	
Administrative Assistant	3249	3949	
Animal Control Officer	3662	4451	
Assistant Electric Utility Director	9322	11331	
Assistant Public Works Director	7823	9509	
Associate Engineer	6564	7979	
Associate Library Manager	5966	7252	
Associate Planner	5043	6130	
Building Inspector I	3599	4375	
Building Inspector II	4207	5114	
Building Official	7970	9688	
Business Lic./Collections Ofcr.	3740	4546	
Chief Deputy City Clerk	4524	5499	
Child Care Manager	5325	6473	
City Clerk	-	370	
City Manager	-	Contract	
City Treasurer	-	2225	
Code Enforcement Officer	3937	4785	
Collections Systems Maint Worker I	3048	3705	
Collections Systems Maint Worker II	3505	4260	
Collections Systems Maint Worker in Trg	2438	2963	
Comm. Child Care Admin. Asst.	3249	3949	
Comm. Child Care Site Supvr.	3119	3791	
Community Service Officer	3040	3695	
Community Services Director	-	11580	maximum allowable salary
Consumer Service Field Rep. I	3859	4691	
Consumer Service Field Rep. II	4246	5161	
Customer Svc. Rep. I	2777	3375	
Customer Svc. Rep. II	3056	3715	
Deputy City Clerk	3619	4399	
Deputy Finance Director	8131	9883	
Development Services Director	-	13184	maximum allowable salary
Electric Utilities Inspector	5401	6565	
Electric Utilities System Designer	6340	7706	
Electric Utility Assistant Engineer	5385	6546	
Electric Utility Associate Engineer	6193	7528	
Electric Utility Director	-	14111	maximum allowable salary
Electrical Sys Engineer/GIS Project Manager	6178	7509	
Electrical Technician	4472	5436	
Energy Services Specialist	5346	6498	
Engineering Aide	2947	3582	
Engineering Assistant	5498	6683	
Engineering GIS Technician	4579	5566	
Engineering Manager	6954	8453	
Engineering Technician I	3786	4602	
Engineering Technician II	4354	5292	
Environmental and Conservation Supervisor	6150	7475	
Equipment Mechanic	3508	4264	
Exec. Asst. to Council/Office Mgr.	4427	5381	
Exec. Asst. to Police Chief	4015	4880	
Executive Assistant	4015	4880	
Executive Assistant (Mid Manager Unit)	4015	4880	
Finance Manager	7559	9188	
Fire Battalion Chief	8654	10519	
Fire Captain	6839	8313	

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SALARY TABLE EFFECTIVE 10/01/2013  
FULL TIME CLASSIFICATIONS

Job Classification Title	Salary		
	Low	High	
Fire Chief	-	14111	maximum allowable salary
Fire Engineer	5725	6959	
Fire Marshal	8654	10519	
Firefighter	4954	6022	
Firefighter Medic	5690	6916	
GIS Specialist	3935	4783	
Human Resources Analyst	5280	6418	
Human Resources Manager	7559	9188	
Human Resources Specialist (approved 2/21/12)	4250	5165	
Human Resources Technician	3553	4319	
Information Technology Coordinator	5589	6793	
Information Technology Manager	7389	8981	
Lead Equipment Mechanic	4284	5207	
Lead Water Utilities Operator	4187	5089	
Lead WW Utilities Operator	4744	5766	
Library Administrative Coordinator	4017	4883	
Library Assistant I	2616	3180	
Library Assistant II	2878	3498	
Library Clerk I	2167	2634	
Library Clerk II	2492	3029	
Library Coordinator/Branch Supervisor	4590	5579	
Library Manager	6275	7627	
Line Crew Supervisor	6961	8461	
Literacy Program Assistant	2284	2776	
Maintenance Electrician	4472	5436	
Maintenance Supervisor	5518	6707	
Maintenance Worker I, Building	3292	4001	
Maintenance Worker I, Janitorial-Police	2930	3561	
Maintenance Worker I, Parks	2930	3561	
Maintenance Worker I, Streets	2898	3523	
Maintenance Worker II, Building	3456	4201	
Maintenance Worker II, Parks	3077	3740	
Maintenance Worker II, Streets	3043	3699	
Maintenance Worker III, Building	3976	4833	
Maintenance Worker III, Parks	3534	4296	
Maintenance Worker III, Streets	3500	4254	
Management Services Director	-	14111	maximum allowable salary
Meter Technician	5729	6964	
Meter Technician Apprentice	5035	6120	
Network Technician	3666	4538	
Office Specialist I	2520	3063	
Office Specialist II	2674	3250	
Parks Maintenance Crew Leader	3715	4516	
Payroll Technician I	3426	4164	
Payroll Technician II	3769	4581	
Planning Assistant	4181	5082	
Planning Manager	6722	8171	
Planning/Building Technician	3513	4270	
Police Captain	9074	11030	
Police Chief	-	15580	maximum allowable salary
Police Cpl./Detective	5768	7011	
Police Dispatcher I	3350	4072	
Police Dispatcher II	3693	4489	
Police Lieutenant	8249	10027	
Police Officer	5195	6315	
Police Officer Trainee	3834	4660	
Police Sergeant	6874	8355	
Police Services Clerk I	2582	3138	
Police Services Clerk II	2711	3295	
Power Line Helper	4238	5151	
Power Line Technician	6054	7359	
Power Line Technician Apprentice	5146	6255	

SALARY TABLE EFFECTIVE 10/01/2013  
FULL TIME CLASSIFICATIONS

Job Classification Title	Salary		
	Low	High	
Principal Librarian	4829	5870	
Production Supervisor	4963	6033	
Public Works Director	-	14111	maximum allowable salary
Public Works Inspector	4550	5531	
Purchasing and Customer Service Manager	7389	8981	
Purchasing Assistant	3176	3860	
Records Manager	4832	5873	
Recreation Services Coordinator	3514	4271	
Recreation Services Manager	6338	7704	
Economic Development Manager	7108	8640	
Economic Development Project Manager I	5023	6105	
Economic Development Project Manager II	6027	7326	
Economic Development Senior Project Manager	6925	8417	
Senior Accountant	5241	6370	
Senior Consumer Service Field Rep	4565	5549	
Senior Customer Service Rep	3514	4271	
Senior Electric Utility Inspector	5855	7117	
Senior Office Specialist	2868	3486	
Senior Planner	6037	7338	
Senior Police Dispatcher	4062	4937	
Senior Police Services Clerk	2984	3627	
Senior Substation Electrician	6169	7498	
Senior Utilities Financial Analyst	6410	7791	
Service Crew Supervisor	6660	8095	
Storekeeper	2906	3532	
Substation Operations Supervisor	7403	8998	
Substation Electrician	5608	6817	
Substation Superintendent	7936	9646	
Supervising Communication Dispatcher	4874	5924	
Support Services Manager	5344	6517	
Transmission/Distr. Superintendent	7625	9268	
Utilities Associate Engineer	7169	8714	
Utilities Business Systems Analyst	5348	6501	
Utilities Engineer	6193	7528	
Utilities Financial Analyst	5740	6977	
Utilities Inspector	4489	5456	
Utilities Plans Examiner	4418	5370	
Utilities Resource Analyst	6410	7791	
Utility Accountant I	4341	5277	
Utility Accountant II	4793	5826	
Warehouse Supervisor	3816	4638	
Wastewater Equip Mechanic I	3536	4298	
Wastewater Equip Mechanic II	4515	5488	
Wastewater Equip Mech-In-Training	2739	3329	
Wastewater Operator I	3587	4360	
Wastewater Operator II	4125	5014	
Wastewater Operator-in-Training	2587	3145	
Wastewater Utilities Manager	7576	9209	
Water Conservation Specialist	4572	5557	
Water Distribution Operator I	3152	3831	
Water Distribution Operator II	3468	4215	
Water Distribution Operator III	3988	4847	
Water Equipment Operator I	2956	3593	
Water Equipment Operator II	3325	4042	
Water Quality Specialist	4494	5462	
Water Utilities Manager	7559	9188	
Water Utilities Operator	3641	4426	
Water Utilities Supervisor	6038	7339	
Web Administrator/Network Technician	3868	4702	