



## CLASS SPECIFICATION

Class Code: 16127  
Date Est: 7/2007  
Last Rev:  
Last Title Chg:  
FLSA: Exempt

### DEPUTY BUILDING OFFICIAL

#### **DEFINITION**

Under general direction, plans, directs, and assists the County Building Official with the planning and managing of the Washoe County Building Department; analyzes the impact of legislation that affects the department by interpreting and developing statistical data; participates in code development and special projects; responds to time sensitive customer requests; provides a point of contact for other departments, outside agencies, and customers of the Permits Plus Zone; and perform other duties as assigned.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Six years of progressively responsible experience in construction management, building inspection, and plans examination to include two years of management experience; OR a bachelor's degree from an accredited college or university with a major in Architecture, Civil Engineering, Construction Technology or a closely related field and three years of progressively responsible experience in building construction, building inspection, and plan examination; OR equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Must possess an ICC Combination Inspector and an ICC Building Plans Examiner (B3) certification or a recognized equivalent certification.

Must obtain ICC Certified Building Official certification within one year of hire date or a recognized equivalent certification.

#### **SUPERVISION EXERCISED**

Exercises supervision over professional and clerical staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assists the Building Official in planning and managing the Building Department; develops and directs the implementation of goals, objectives, policies, procedures and department work standards.

Represents the Building Department to professional and civic groups, and other government agencies to explain code application, changes, policies and procedures.

Researches, analyzes and participates in code development; maintains current knowledge of new construction methods, materials, techniques and codes and regulations governing building inspection; monitors changes in applicable code and legislations; analyzes, reviews and prepares code amendments; ensures consistency of code applications.

Acts as a liaison between other County departments, outside agencies and the customer to improve quality customer service; facilitates complaint resolutions and acts as the direct contact for the customer when complications in the plan review and permit processes occur; assists other departments and outside agencies with complaint resolutions, policy and code interpretation.

Implements and manages special projects as directed by the Building Official.

Analyzes the impact of legislations that affects the department; develops and analyzes statistical data; assists in the development and implementation of department policies and procedures; conducts research and prepares monthly reports.

Plans, reviews and evaluates the work of assigned staff; selects and trains staff; oversees and assists the cross-training of staff.

Assists in the development and implementation of quality control and check procedures.

Acts on the County Building Official's behalf in their absence.

Provides representation at court proceedings involving code violations; acts on behalf of County Building Official in time-sensitive situations to benefit customer needs and fulfill other required duties as determined by the County Building Official.

Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on the job injury.

May perform other duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles of general management, supervision, and training.

Materials, methods, equipment, and practices used in the building construction trades including carpentry, electrical, plumbing, heating and air conditioning, and mechanical functions.

Principles of budget preparation.

Advanced methods, techniques, principles and applications of customer service.

Methods and techniques of alternative dispute resolution and negotiation.

Effective public speaking and listening skills.

Methods and techniques of research and analysis.

Principles of business letter writing and report preparation.

Rules and regulations governing public meetings.

Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Supervise, train and evaluate the performance of staff.

Recommend and assist in the development and implementation of solutions to address inadequacies in service provisions.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, and standards including administrative and departmental policies and procedures.

Read and interpret plans, schematic diagrams, maps, and other related documents.

Work with and provide equitable customer service to individuals from a broad range of backgrounds.

Listen and respond diplomatically to customer complaints, inquiries and requests.

Gather and analyze statistical data and information and evaluate options for resolution.

Prepare and present logical public presentations in an informative and comprehensible manner.

Apply critical thinking techniques by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Supervise time and personnel resources by motivating, developing, and directing people as they work, identifying the best people for a job.

Listen, read, and understand information and ideas presented by spoken word and presented in writing.

Maintain effective working relationships with the general public, agency staff, elected and appointed officials, developers, and representatives of other departments.

Make presentations and represent the Washoe County Building and Safety Department in various public forums such as County Commission meetings.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*