

TOWN OF SAN ANSELMO
BUILDING OFFICIAL/ENGINEER
(SENIOR ENGINEER)

DEFINITION

To perform difficult and complex professional engineering work in checking building plans and designs to ensure compliance with codes, ordinances, and regulations; to provide quality customer service assistance to architects, engineers, contractors, property owners and the general public regarding construction requirements; to perform a variety of office and field engineering work related to design, review, and administration public works projects; and to oversee and direct the Town's building maintenance and building inspection/code enforcement functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works; may receive technical and functional supervision from other management staff.

Exercises direct supervision over assigned technical and maintenance staff, and exercises technical and functional supervision over professional and clerical staff as appropriate.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Check building plans, including specifications and calculations for compliance with applicable codes and ordinances; provide customer service to architects, engineers, contractors and property owners in person, on the telephone, and in the field, in gaining compliance with structural design, grading, soils reports, energy standards and general conformity to applicable ordinances, laws and state building codes.

Review plans and specifications for conformance to applicable planning and zoning requirements, and explain and interpret requirements and restrictions; make recommendations regarding revisions to Town codes; check plans to determine loading on roofs, walls and floors; check size and spacing of beams, rafters and joists, amount and size of reinforcement in concrete members, type of structural connections and adequacy of design to meet earthquake, wind load, material stress and Title 24 requirements;

Perform independent analysis when required to verify the adequacy and safety of questionable designs; issue permits after plan review approval; make field inspections as appropriate; advise

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work papers, reports and documents; identify and interpret technical and numerical information and maps, plans and drawings; observe, identify and resolve operational and technical engineering and construction problems in the office and in the field; interpret, explain, and apply pertinent ordinances, statutes, policies, and procedures.

On a continuous basis, sit at desk or in meetings for long periods of time; stand at public counter to review plans and answer questions. Intermittently, walk, stand, squat, kneel, climb, and bend in the field; twist and reach office equipment; perform simple and power grasping, pushing, pulling and fine manipulation; write and use a keyboard to communicate through written means; and occasionally lift or carry weight of up to 20 pounds.

Read and interpret building plans and specifications, codes, legal descriptions and related materials.

Make difficult engineering computations and analyses to determine adherence of plans and specifications to code requirements and sound engineering principles; advise on accepted construction methods and requirements.

Conduct technical engineering research work, perform detailed analyses, draw logical conclusions, make appropriate recommendations; write technical correspondence and reports.

Design, prepare and review plans, specifications and estimates related to a variety of routine municipal public works projects.

Assist in the development and monitoring of assigned budget areas.

Develop and recommend policies and procedures related to assigned functional areas.

Work with various cultural and ethnic groups in a tactful and efficient manner.

Obtain information through interview and work firmly and courteously with the public.

Analyze situations quickly and objectively and determine proper course of action.

Use a computer, including word processing, spreadsheet, and data base software, calculator, telephone, facsimile machine, photocopy machine, and various drafting and survey tools and equipment.

Communicate clearly and concisely both orally and in writing.

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Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering, including soil mechanics as applied to building construction and the structural design requirements of residential and commercial buildings.

Methods, materials, and techniques used in the planning, design and construction of municipal public works projects.

Pertinent Federal, State, and local rules, regulations and ordinances, including the Uniform Building Codes, zoning ordinances, and health codes.

Modern developments, current literature and sources of information regarding building construction methods, materials and requirements.

Principles of budget monitoring and expenditure control.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Report preparation and English usage, spelling, grammar and punctuation.

Modern office procedures, methods, and computer equipment, including word processing, spreadsheet, data base, and civil and structural engineering software.

Ability to:

Perform professional engineering duties in plan checking, and design, review, and administration of public works projects; and oversee and direct building maintenance and building inspection activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze

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Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Five years of increasingly responsible professional experience performing engineering plan checking of residential and industrial or commercial building designs and plans (experience in design and administration of municipal public works projects is desirable), including two years of supervisory responsibility.

Possession of valid certification as a Plans Examiner as issued by the International Conference of Building Officials (ICBO) may be substituted for up to one year of experience as described above.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate:

Possession of a valid certificate of Registration as a Civil Engineer or as a Structural Engineer as issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

Possession of valid certification as a Plans Examiner as issued by the International Conference of Building Officials (ICBO) is highly desirable.

Possession of, or ability to obtain, a valid California driver's license.

Date: 1-17-98

Approved: Beth Pollard
Town Administrator