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## **CITY BUILDING OFFICIAL/FIRE MARSHAL**

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### **DEFINITION**

Under general direction, organizes, supervises, coordinates and participates in the activities and operations of the Community Development Department, including enforcement of the Municipal, Building, Fire, Public Works Codes and Engineering Projects; manage encroachment permit process and DIG Alert program; prepares permit documentation for residential, commercial and industrial projects within the Community Development Division; provides responsible and complex professional staff assistance to the Community Development Director, Assistant City Manager and City Manager; may serve as acting Community Development Director in his/her absence.

### **SUPERVISION EXERCISED**

Supervise subordinate Community Development staff and the Fire Prevention Division.

The Assistant City Manager and Fire Chief give general supervision.

### **EXAMPLES OF ESSETIAL JOB DUTIES**

Essential job duties may include but are not limited to:

Coordinate, direct and supervise the staff and operations involved in Code Enforcement, inspection of residential dwellings, commercial and industrial buildings during various stages of construction or remodeling, ensuring compliance with applicable codes, including plumbing, mechanical, electrical, structural, fire, grading, landscape, paving, private sewer, public sewer, curbs and gutters, sidewalks, irrigation and drainage; conduct and supervise sign off on final inspections and issue certificates of occupancy.

Participate in the development of department goals and objectives, policies and priorities for the City's Community Development activities and the Fire Protection Districts Fire Prevention Division.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Supervise and participate in the inspection of foundations, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating and electrical installations and other complex building system components.



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Supervise and participate in the examination of plans and specifications for new construction, additions, remodels or alterations of residential dwellings, commercial and industrial buildings, including site and general plan examination.

Supervise and participate in the inspection of existing buildings for change of use or occupancy to ensure compliance with applicable codes and ordinances.

Supervise and participate in the inspections on public works projects including grading, curb and gutter, storm drain, sidewalk and street paving.

Supervise and participate in the investigation of reports/complaints of possible code violations, document found violations with photographs and written reports and conduct follow-up inspections to ensure compliance.

Supervise and participate in the issuance and delivery of notices, warnings, citations and compliance orders to violators.

Supervise and participate in the computation of valuation and fees from schedules; provide fee information to architects, engineers, developers, homeowners and others in the building/construction trades.

Supervise and participate in the development and maintenance of case files.

Supervise and participate in the research of ownership documents and legal property descriptions.

Update municipal code, Building code, Fire codes and ordinances as necessary/required.

Prepare and monitor budget.

Respond to and resolve more difficult inquires and complaints.

Coordinate communications with complaints, violations, attorneys and related agencies.

Compile information and data for monthly reports.

Supervise and participate in all Fire Prevention duties for the Barstow Fire Protection District.

Supervise and participate in inspections regarding fire hazards that may exist including difficult and complex occupancies; enforce State and local laws, ordinances



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and regulations pertaining to the prevention and control of fire, the protection of life and property from fire, explosion or panic.

Provide recommendations to the Fire Chief regarding fire and life safety and provide other technical assistance as needed.

Instruct, supervise and participate in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to Fire Prevention including storage and handling of explosives, hazardous materials, or other combustible materials that create fire or health hazards.

Plan, direct, coordinate, and review the work plan for Fire Prevention staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Supervise and participate in inspections of buildings and other structures for compliance with applicable provisions of State and/or local codes and ordinances; prepare inspection records and technical letters pertaining to recommendations and violations.

Verify the plan review of highly complex fire protection systems, including alarm systems, fire sprinkler and standpipe systems, fire pumps, fixed fire extinguishing systems, clean agent systems, building construction projects, and use of flammable and hazardous materials and facilities to assure compliance with local, state and national accepted codes and standards.

Oversee the approval process of issuing a variety of permits including agricultural burning, tank installation and removal, air supported structures, tent/canopy, miscellaneous burning, and special events.

Participate in the selection and evaluation of new or assigned Fire Prevention personnel, prepare performance evaluations, review evaluations as assigned, and implement discipline and termination procedures.

Make recommendations regarding staffing criteria, improving department efficiency, personnel functions and programs, facility and equipment needs, and review and determine training needs.

May respond to major fires, participate in management of fire scene, conduct investigations and analysis to determine cause and origin of fire, and prepare analytical reports to reveal findings.

Perform related duties as assigned.



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## **KNOWLEDGE, ABILITY AND SKILLS**

### **Knowledge of:**

#### **Engineering:**

Supervise and perform inspections and permit methods, techniques, principles and concepts.

Engineering, traffic, public works construction and inspection principles and concepts.

Principles and concepts of design and inspection.

Surveying equipment, methods and techniques.

GIS and CAD systems.

Permit filling and approval procedures.

#### **Fire:**

Local, state and federal laws, codes and ordinances pertaining to fire safety, prevention and enforcement, including California Health and Safety Code, CCR Titles 19 and 24, California Building Code, California Fire Code, NFPA Standards and Codes and fire inspections and educational methods used in fire prevention; public relations techniques; and appropriate safety precautions and procedures.

#### **Building:**

City, State and International codes, policies, rules and regulations pertaining to building, electrical, plumbing and mechanical installations.

Principles and techniques of public works construction, building inspection and plans examination.

Standard office procedures, methods, computer and radio equipment.

Basic mathematical calculations.



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Techniques used in dealing with the public and customer service.

**Ability and Skill to:**

**Engineering:**

Evaluate construction projects and detect faulty materials and workmanship.

Read and interpret codes, standards, details, plans, specifications and regulations.

Coordinate and monitor work of multiple contractors, utility companies and consultants.

Analyze traffic statistics.

Estimate and calculate materials and costs.

Prepare reports and maintain engineering and construction records.

Compile and maintain project files and logs.

Plan and organize work to meet scheduling and timelines.

**Fire:**

Supervise and perform inspections and detect violations of applicable codes and regulations

Supervise and participate in interpreting codes, regulations, technical reports, building plans, parcels and maps.

Establish and maintain credibility and effective working relationships with City employees and the public.

Use good judgment within the scope of assigned authority.

Communicate clearly and concisely, both orally and in writing.

**Building:**

Compile and maintain case files and logs.



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Read, interpret and enforce city and state codes and ordinances and read and interpret manuals, drawings, specifications, layouts, blueprints and schematics.

Operate a motor vehicle safely.

Observe and retain details and incidents accurately.

Follow oral and written directions.

Maintain appropriate professional demeanor when dealing with irate members of the public.

Use photographic equipment.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

Ten (10) years' experience in construction trades and seven (7) years' experience as a Community Development Inspector III or equivalent.

### **LICENSE OR CERTIFICATE**

Required licenses / certificates include the following:

Valid Class C California driver's license and good driving record.

Possession of Certified Building Official License through International Code Council.

Possession of CASp Certification through the State of California.

Possession of Accessibility Plans Examiner license through International Code Council.

Possession of Fire Inspector 1 license through the International Code Council.



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Possession of Fire Inspector 2 license through the International Code Council.

Possession of Fire Prevention 1A, 1B, 1C Certificates through the CA State Fire Marshal Office.

Possession of Fire Prevention 2A, 2B, 2C Certificates through the CA State Fire Marshal Office.

Fire Marshal License through the International Code Council is desirable and must be obtained within 2 years of being appointed.

BA/BS is desirable.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate computer, calculator, telephone, portable radio, and copying machine.

Ability to understand and respond to the public's and staff's request for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for 4 hours at a time.

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet.

Ability to lift up to 25 pounds.

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.

Ability to deal with irate members of the public.