

**CITY OF FONTANA  
ASSISTANT BUILDING OFFICIAL**

**DEFINITION:** Under general supervision of the Building Official, provides direct and technical supervision to the plan check and building inspection staff; performs complex plan review and inspections as needed to ensure compliance with building codes and other local, State and Federal requirements; to provides information and assistance to the public.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.
- Provide direct supervision over lower level staff, including performance review and evaluation.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- May act in the absence of the Building Official.
- Review complex plans, structural engineering calculations, soil analysis reports, and other reports for commercial, industrial and/or residential projects to ascertain conformance to Building, Mechanical, Plumbing and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances.
- Prepare plan check reports indicating deficiencies in plans, structural engineering calculations, soil analysis reports and other reports, and ensure that requisite corrections are met.
- Provide technical assistance and educational programs to other plan check staff in areas of assigned specialization.
- Oversee the coordination of plan check activities with other City departments and divisions and issue permits after all requisite approvals have been granted.
- Confer with architects, engineers, contractors, and the general public on proposed projects to resolve unusual problems; explain and interpret code requirements.
- Analyze structural engineering aspects of all designs and calculations. Maintain detailed records and prepare reports.
- Participate in budget preparation and administration.
- Make field inspections to determine structural soundness or proper installation of unusual designs, materials or equipment.
- Answer questions and advise the public by telephone or at the counter concerning codes and plan check reports; advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan check; create plan check files, projects and initial site data on computer system; enter permit data on computer; revise data as project status and details change.
- Perform any tasks or functions deemed necessary to the daily operations of the employer.
- Communicate clearly and concisely both orally and in writing.

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

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily duties. Requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard. The need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds is required. Employee may be required to work in all weather conditions including wet, hot and cold; also, fumes, dust and air contaminants. The position also requires both near and far vision when inspecting work and reading written material and acute hearing when providing telephone service.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Engineering principles, mathematics and design concepts related to structural design and mechanical, electrical and plumbing systems.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City, including the Building, Electrical, Plumbing and Mechanical Codes.
- Advanced principles and techniques of building construction work.
- Research methods and sources of information related to building code enforcement.
- Principles and procedures of record keeping and reporting.
- Principles of supervision, training and performance evaluation.
- Principles of budget preparation.

**Experience:** Five years of responsible plan check and building inspection experience and a minimum of one year of supervisory experience.

**Education:** Equivalent to an Associate Degree from an accredited college with major coursework in construction technology, civil or structural engineering, architecture, public administration, or a related field.

**License/Certificate:** Possession of, and continuously throughout employment, a valid California driver's license. Possession of certifications as an International Code Council (ICC) plans examiner and building inspector. Possession of a valid Certificate of Registration as a Civil or Structural Engineer issued by the California State Board of Registration for Civil and Professional Engineers is desired.