

**CITY OF FONTANA
DIRECTOR OF BUILDING & SAFETY**

DEFINITION: Under administrative direction from the Deputy City Manager (DCM), directs, manages and coordinates the activities of the Building & Safety, Fire Prevention, and Code Enforcement Divisions; oversees and renders interpretations of a comprehensive set of municipal and state building, fire, zoning, and land use codes in order to protect its citizens and their property from conditions which are injurious to the health, safety or welfare of the general public and may be detrimental to property values and community appearance; coordinates plan check, inspection activities, neighborhood improvement, and preservation programs with other divisions, departments, and outside agencies; responds, when appropriate to inquiries, concerns, and complaints by the public; attends meetings and makes presentations, prepares reports, memoranda, letters, and other forms of correspondence; provides highly responsible and complex administrative support to the DCM. Exercises direct supervision over assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Develop, plan, and implement Department, goals, and objectives; recommend and administer policies and procedures.
- Manage, direct, and organize plan check, building/fire inspection, and code enforcement activities, including with other departments, contractors, developers, and residents.
- Direct, oversee, and participate in the development of the plan check, building/fire inspection, and code enforcement work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Direct, oversee, and participate in the development of the Department's work plans; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Direct, oversee, and participate in the development and administration of Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year and quarterly adjustments.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct the evaluation, selection, and administration of outside consulting contracts for Department's related services; evaluate and prepare recommendations regarding the retention of consultants.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide complex technical and administrative support to the City Manager, Deputy City Manager, and City Council; prepare and present staff reports, surveys, and other necessary correspondence.

- Make public presentations before City Council, Planning Commission, and other governmental and private groups, and organizations; attend all City Council meetings as Department's staff representative.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Department matters as needed.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Prepare ordinances and ordinance amendments related to building, fire, and code enforcement activities.
- Render interpretations of building and fire codes.
- Serve as a technical advisor to the City Management staff and City Council on Department related matters.
- Communicate clearly and concisely, both orally and in writing to and before public and private groups and organizations.
- Establish and maintain a cooperative workplace and working relationships with those contacted throughout the course of employment.
- Maintain prompt and regular attendance.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

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

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents may work in all weather conditions, and may be exposed to fumes, dust, and air contaminants, drive motorized vehicles, and work around moving traffic.

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

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and techniques of budget development and administration.
- Principles and practices of organization, administration, and personnel management.
- California Code of Regulations Title 24, Title 25, and the base model codes, as well as referenced standards and Fontana's Municipal Code.
- Principles of structural design, engineering mathematics, and building inspection.
- Modern methods of building construction.

- Research methods and sources of information related to building and fire codes as well as nuisance abatement.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Administer a variety of plan check, building/fire inspections, and code enforcement activities.
- Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of City goals.
- Interpret Department's policies and procedures to the general public.
- Identify and respond to public and City Council issues and concerns.
- Analyze, interpret, and check complex plan specifications, calculations, laws, and regulations.
- Assist in preparing ordinances and code amendments.
- Interpret building, fire and code enforcement policies and procedures to the public.
- Interpret and apply City policies, procedures, rules, and regulations as well as the California Code of Regulations Title 24, Title 25, and Fontana's municipal code.
- Gain cooperation through discussion and persuasion.
- Select, supervise, train, and evaluate personnel.
- Prepare and administer a department budget.

Experience and Education: In addition to the above recommended skills and abilities, the applicant must possess:

A high school degree or G.E.D. equivalent and relevant coursework, certifications, or vocational training in building technology, building construction, and/or related architectural disciplines, **AND** ten (10) years of increasingly responsible experience in plan check and inspection of public, commercial, industrial, and residential buildings, which includes at least seven (7) years of supervisory experience.

OR

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Engineering, Architecture, Public Administration or a closely related field **AND** a minimum of seven (7) years of applicable experience, which includes five (5) years of supervisory experience, in addition to the training/ certificates listed below.
Experience in a local municipality is preferred

The position requires continuous possession of the following certifications, licenses, and accreditations throughout the duration of employment:

- Possession of a valid California Class “C” Driver’s License or equivalent.
- Possession of an International Code Council (ICC) certification as a Building Plans Examiner and Building Inspector.
- Possession of an ICC certification as a Certified Building Official (CBO) and Certified Fire Marshal (CFM), or possession of either the CBO or CFM ICC Certification at employment inception with the ability to obtain the other ICC certification within one (1) year.
- Registration as a Certified Access Specialist (CASp) with the Division of State Architect is highly desirable.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and an abbreviated background investigation conducted by the Fontana Police Department. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.