

City of Colusa
JOB DESCRIPTION



COMMUNITY DEVELOPMENT MANAGER

ADOPTED 4/7/2020

Department: Planning & Building

FLSA Status: Exempt

Reports To: City Manager

Unit: Middle Management Group

DEFINITION

Under general direction, to conduct a variety of complex building inspections of residential, commercial or industrial building structures and installations in various states of alternation, construction, and repair; to determine that construction, alterations, and repairs are in compliance with City, County, and Uniform Building Codes and ordinances; to perform commercial pre-occupancy inspections; to enforce and administer building and zoning codes and ordinances; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; and to do related work as required. This position class is also responsible for the city planning activities.

DISTINGUISHING CHARACTERISTICS

This is the fully experienced Building Inspector class. Perform a wide range of building inspections and code enforcement duties in residential, commercial, and mobile home areas. They are required to possess substantial knowledge of the Uniform Building Code, Plumbing and Mechanical Codes, the National Electrical Code, and Title 25 requirements for mobile home construction. Assigned responsibility for weed abatement, and special assignments from the City manager.

CLASSIFICATIONS SUPERVISED

Building & Code Enforcement Technician

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

Conducts field inspections of residential, commercial, or industrial structures in varying states of construction, alteration, or repair; confers with architects, engineers, contractors, builders and the general public in the field and office; explains and interprets applicable codes and the ordinances to ensure compliance: checks the quality of materials and methods of construction for electrical, plumbing, mechanical, framework, concrete, masonry work, lathing, plastering, tile work, roofing, etc.; inspects completed work, giving final approval; writes correction notices

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and follows-up to ensure required changes; make a variety of inspections to ensure to ensure compliance with zoning laws and health and safety standards; may make inspections to determine causes of structural failures; may inspect mobile home installations; reviews and approves applications and plans submitted for building permits; ensure conformance to applicable building, electrical, mechanical, plumbing and other specialty codes and regulations of the City, County, State and federal laws; prepares reports; examines grade, quality, and treatment of lumber, concrete, and lathe; checks stud, joist and rafter spacing and other structural factors; initiates and monitors violation procedures and eviction process during abatement of dangerous buildings; ensures compliance with zoning and general land use regulations; performs various code and zoning enforcement inspections. Provides long range city planning including preparation of zoning ordinance, environmental reviews, development and maintenance of the City's General Plan, and the review of new development projects; supervises and directs through subordinates a variety of activities including hiring, performance evaluations, training, and disciplinary actions; interprets and explains city management provisions involving ordinances, rules, policies and agreements to officials, employees, and the general public; keeps abreast of all local, state, Federal and other regulatory agency laws, rules, and policies applicable to assigned programs to ensure compliance; may participate in negotiations of vendor contracts; directs the preparation and administration of the Planning Department's budget, including budget estimates and justifications; maintains cost controls to assure compliance with budget provisions; directs and assures the maintenance of records and preparation of reports necessary for program operations; prepares reports and correspondence as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communications; use of office equipment , including computer, telephone, calculators, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed alone in remote locations; work is performed in varying temperatures; exposed to dust,

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chemicals, and gases; exposed to electrical currents; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building, zoning, and related codes and ordinances enforceable by the City.
- Principles of mathematics related to the building trades.
- Inspection methods and procedures.
- County/City code enforcement policies.
- General knowledge of mechanical chemical, and related characteristics of a variety of flammable and explosive materials.

Ability to:

Perform a variety of building inspections, examining workmanship and materials, and enforcing requisite codes and ordinances. Use and apply a wide scope of inspection methods and techniques. Detect deviations from laws, regulations and standard construction practices. Read, interpret, and explain building plans, specifications, and codes. Perform zoning enforcement inspections and investigations. Apply technical knowledge of building trades work. Make mathematical calculations quickly and accurately. Communicate effectively both orally and writing. Provide advice on acceptable construction methods and practices. Enforce regulations with firmness and tact. Prepare clear and concise reports. Represent the City Building Inspection functions in a courteous and professional manner. Establish and maintain cooperative working relationships. Thorough knowledge of the principles, practices ordinance and laws affecting City and/or County General Plans, including processing of environmental reviews, and CEQA procedures; General knowledge of development and processes related to budget preparation and maintenance; human resources principles and practices: statistical methods and graphic presentations; practical application of computers and peripheral equipment; inventory control and space management; contract negotiations, preparation and monitoring; basic word processing techniques; English grammar, punctuation, spelling and usage. Ability to plan, organize, supervise and manage the activities of the City's Planning Department; maintain and update the City's General Plan, and process planning applications for

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zoning, lots splits and related planning issues; plan, organize, supervise and manage the public works activities of the City; perform budget analysis, preparation and monitoring; research, analyze and make recommendations on administrative, management and procedural practices; write logical, comprehensive, concise reports and correspondence ; prepare effective presentations of conclusion and recommendations; establish and maintain effective and cooperative working relationships at all levels of the City and with the general public; acquire subject matter expertise in the functions and activities of the Planning Department; use computer and related peripheral equipment; prioritize work efficiently; prepare and analyze financial and statistical data; supervise and provide work direction to clerical, technical and professional personnel; develop and train others in following procedures and instructions for administrative activities; effectively represent the department to other governmental agencies, and before public bodies.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of responsible building inspection experience in the regulation and building

Five years of fulltime experience providing professional planning work, of which at least two years were in a supervisory or management capacity over one or more major planning functions which would demonstrate the possession of the knowledges, skills and abilities construction and in the enforcement of housing, zoning and fire prevention codes.

Special Requirements:

Possession of an appropriate California Driver's License.

Possession of appropriate certification, training and education pursuant to Chapter 7, Part 2.5 of Division 13 of the California Health and Safety Code within one year of hire.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

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