

**CITY OF GLENDALE**

**TITLE:**            **Assistant Building  
Safety Director**                            **CLASS CODE:**     **587**

**REPORTS TO:**   **Building Safety Director**                            **GRADE:**            **33**

**DEPARTMENT:** **Building Safety**                                    **FLSA:**              **E**

**JOB DESCRIPTION DATE:**   **December 13, 2005 cm**

**JOB SUMMARY:**

Assists in planning, organizing, and directing the activities and staff of the Building Safety Department.

**ESSENTIAL FUNCTIONS:**

1. Develops departmental goals, objectives and performance measurements for all divisions in the Building Safety Department.
2. Formulates and implements customer service improvements; resolves unique and challenging customer service requests.
3. Directs staff efforts in the development of new policies and services.
4. Assists in providing administrative direction for the department including personnel issues, performance evaluations, attending executive committee meetings.
5. Monitors unusual, complex construction and development trends and issues and advises the Building Safety Director on them.
6. Assigns projects, acts a project manager for key projects, establishes specialized project scopes, monitors progress and evaluates project and staff performance results.
7. Directs staff in the development of construction code amendments and in the interpretation of development codes for the department.
8. Directs the Plan Review and Certificate of Occupancy process for all city departments.
9. Serves on City and intergovernmental committees and task forces on building safety and development policy matters and technical issues.
10. Provides assistance to the Director on highly complex issues and projects.
11. Interprets and administers the Building, Mechanical, Plumbing, Electrical and Fire Codes, and City development regulations for the department.
12. Directs and evaluates the technical training needs for the entire department.
13. Monitors legislation, code development to ensure compliance with federal, county and local laws and ordinances.
14. Provides information, technical assistance and professional guidance to City Council, City Management, staff, developers, attorneys, other design professionals and the general public.
15. Attends meetings with city management and/or City Council in the place of the Director.

**SECONDARY FUNCTIONS:**

1. Serves a Building Safety Director in his/her absence.
2. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Principles and practices of management.

Current building, electrical, mechanical and plumbing construction methods, materials and systems and code application to construction.

Structural engineering and architectural design and how they relate to building construction and code compliance.

Federal, state and local building and zoning laws, regulations and ordinances and legal processes used to obtain code compliance.

### **Ability to:**

Effectively plan, organize and direct the activities of a department.

Effectively manage and develop staff.

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with city staff, city officials, committees, developers, contractors, architects, engineers, owners and the public.

Negotiate alternate solutions with developers, contractors, architects, engineers, and owners.

Read and interpret complex building plans, specifications and codes.

## **WORKING CONDITIONS:**

Office setting with frequent trips to construction sites, including entry into buildings under construction and damaged buildings.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in architecture, engineering, building construction or related field and five years experience in plan review, construction contracting, building inspection, architecture or engineering including at least two years of supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

A valid Arizona driver's license.

ICBO or ICC certification as a Plans Examiner, Combination Inspector, or Specialist Certification in structural, electrical or plumbing/mechanical inspection within one year of appointment.