

**CITY OF NEEDLES**  
**POSITION DESCRIPTION**

Position Title: **Building Official**  
Department: Building & Safety

Job Classification: Unclassified  
Position Wage Range: \$53.84 / 176A

**POSITION PURPOSE:** Under the direction of the Assistant City Manager, conducts plan reviews of building construction to assure compliance with all building codes, inspects buildings and structures to approved plans and in accordance with the provisions of building codes and ordinances; enforce zoning and sign ordinances, and to do related work as required.

Older sections of the Needles Municipal Code refer to the Superintendent of the building and safety department. The Building Official fulfills that position.

**REPORTS TO:** Assistant City Manager

**EXAMPLES OF RESPONSIBILITIES** (may include, but not limited to):

- A. Direct and participate in the development and implementation of goals, objectives, policies, and priorities.
- B. Plan, organize, control, and evaluate the functions and activities of the Building Function, including building, housing, and safety inspections, electrical inspections, plumbing and mechanical inspections, plan checking, issuance of permits, and energy conservation.
- C. Establish, improve, and coordinate the plan checking of building inspection procedures of the City, and evaluate the needs for and develop plans and schedules.
- D. Present materials at City Council, Planning Commission, other Boards and Commission and at professional and public meetings as required.
- E. Perform field inspections and review inspections and decisions made by subordinates.
- F. Recommend and draft building and related code changes.
- G. To assist Public Works, Engineering, Planning, and Fire as directed by the City Council.
- H. Maintain a high level of public relations.
- I. Serve as staff and provide recommendations to the Hearings Bodies.
- J. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A. Knowledge of practices of the Uniform Building, Plumbing, Mechanical, and Electrical Codes, and pertinent State and City codes and ordinances.
- B. Knowledge of Principles of structural design, engineering mathematics, and architectural plan review.
- C. Ability to analyze, interpret, and checks complex plans, specifications, calculations, laws, and regulations.
- D. Communicate clearly and concisely, orally, and in writing.
- E. Establish and maintain cooperative relations with City staff, and public and private organizations.
- F. Graduation from high school and three (3) years of increasingly responsible experience of a supervisory, administrative, or professional nature in the design, construction, and inspection of public, commercial, industrial, or residential buildings.
- G. **Certified Building Official by International Code Council.**

**GENERAL:**

This classification description is not intended to be all-inclusive, and employee will also perform other reasonable related duties as assigned by management as required.

The City reserves the description does not constitute a written or implied contract of employment.