



BUILDING SAFETY DIVISION MANAGER

JOB DESCRIPTION

Department: Community Development Services	Division: Building Safety
Work Location: Urbana City Hall	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Community Development Services Director	Union: Non-Union

JOB SUMMARY

The Building Safety Division Manager provides leadership and oversight to the City's Building Safety Division; plays a critical role in ensuring compliance with safety standards, laws, and codes; fostering positive relationships with stakeholders; and overseeing divisional operations.

Responsible for the Building Safety Division's highest level of management and advanced-level oversight of review, enforcement, and compliance with City codes and ordinances pertaining to new construction and existing housing, including electrical systems, plumbing, and mechanical systems, and occupancy to ensure the safety of the built environment for the City of Urbana. Coordinates with representatives from the development and construction industry to ensure a fair and reasonable construction review process; handles complaints; manages, assigns, and evaluates work of inspectors and administrative staff assigned to the division. Interprets building codes, approves and issues permits for building construction and demolition, inspects building construction, including the most complex and time-sensitive commercial building projects for compliance with applicable codes, and prepares the budget for the Building Safety Division. Conducts training sessions for assigned staff and verifies inspection records of assigned staff. Reviews plans for compliance with building codes, zoning ordinances and pertinent laws. Responsible for developing and managing work programs and priorities and for ensuring that the division is internally consistent and in accordance with federal, state, and municipal statutes and the City's priorities, goals, and values.

Class Specifications

Work requires considerable independent judgment and initiative in combining a broad scope of code and trades knowledge, and sophisticated, analytical judgments in order to solve a variety of complex technical problems. Responsible for overall management of building safety and code enforcement activities. This position requires excellent project management skills and is responsible for leading the plan review process and coordinating with multiple City departments and community stakeholders. The incumbent is expected to exercise initiative and independent judgment within established guidelines in providing technical and professional interpretations of the code. The incumbent represents the City as an expert in building code, permit requirements, and other highly technical inspection matters and issues. This position has access to confidential information and maintains responsibility for supervising staff.

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ESSENTIAL FUNCTIONS

- Actively upholds and supports the City's mission, goals, and values.
 - Provides leadership of the Building Safety Division by effectively managing the day-to-day activity of both the Inspection and Code Compliance Sections and related administrative support, including caseload management, employee activities, and coordination of program requirements. Serves as Building Official as assigned.
- Reviews building plans and conducts inspections to ensure compliance with safety standards and regulations.
 - Manages permit issuance, fee collection, and records maintenance for building construction and demolition projects.
- Leads, manages, and oversees building code updates, changes, and interpretations of the code where appropriate and applicable.
 - Reviews plans for, and inspects new and existing construction in residences, business and other buildings for conformance with safety standards, laws, and codes; orders corrective action and inspects for compliance.
 - Determines whether work requires permits. Inspects new and existing construction in residences, businesses, and other buildings for conformance with safety standards, laws, and codes; orders corrective action and inspects for compliance.
 - Oversees and approves issuance of permits and collections of fees for building construction and demolition, sign, fence, remodeling and certification of occupancy, and maintains records of permits issued and fees collected. Responsible for signing off on Certificates of Occupancy.
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- Investigates complaints regarding construction done without permits; illegal occupancy; and zoning violations through both observation and speaking with the public. Issues stop work orders or disapproves occupancy as necessary to address violations and ensure compliance.
- Coordinates and liaises with other City departments, stakeholders, and agencies to address building safety concerns and promote collaborative solutions.
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- Serves as staff to appointed City boards and commissions as may be established to address building safety and the built environment concerns; prepares and presents staff reports to various City boards and commissions and to City Council as necessary; and serves as an expert witness as related to construction, safety, code maintenance, and compliance concerns.
 - Confers with and attends meetings and provides technical advice to building owners, architects, engineers, developers, and contractors concerning code interpretations, violations, construction mitigation plans, complex issues, and inspection and permit requirements; provides technical guidance, expertise, and code clarification to staff, stakeholders, and the development community on building codes, regulations, and safety standards.

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- Supervises, coaches, and mentors assigned staff; facilitates training and professional development opportunities, and fosters a culture of excellence and continuous improvement within the division; participates in the selection process, coordinates training, conducts performance reviews, establishes achievable goals, and monitors employees' progress towards those goals.
- Manages the daily work of inspectors by monitoring workloads, establishing procedures, providing oversight, approving requests for time off, verifying accurate inspections records, and monitoring inspection procedures for policy compliance.
- Leads team meetings to discuss inspection issues and topics for educational purposes; trains and mentors inspectors on City of Urbana codes and inspection processes and procedures.
- Reviews building plans for compliance with state, national, and municipal building construction codes; City zoning ordinances, and pertinent laws, and advised relevant parties regarding compliance needs.
- Coordinates and disseminates plan review documentation to applicable departments, aggregates information into a cohesive plan review response, creates a record of the review, ensuring an efficient delivery of building plan review comments and permits, and chaperoning the review process to completion; meets with potential developers and builders about preliminary projects to provide guidance through the submittal process.
- Oversees the rental registration and inspection program and licensing process for electrical contractors, waste haulers, and mobile homes.
- Collaborates with Fire Department staff to review plans and/or inspect new and existing fire suppression and fire sprinkler systems for conformance with National Fire Protection Association codes and ordinances.
- Coordinates and assists with inspections with other Community Development and City staff.
- Conducts after-hours emergency inspections to assess potential structural damage or other building conditions that may compromise safety for the occupants or the public.
- Coordinates the final inspection process for the City to ensure all applicable departments have reviewed the project for conformance with the approved plans and issues the Certificate of Occupancy.
- Determines when a property may need to be boarded, demolished, or have the utilities disconnected when a structure is determined to be deteriorated, dilapidated, unsafe, or beyond repair. Orders properties to be boarded, demolished, or have the utilities disconnected when appropriate.
- Responds to inquiries from the public on zoning, building code and permit requirements.
- Assists owners to prepare appeal/variance applications; manages and assists staff in preparing cases for Building Safety Code Board of Appeals.
- Oversees staff in preparing cases for court; appears in court as required or if court-ordered compliance and files are necessary. Prepares and obtains Administrative Search Warrants to document code violations. Executes search warrants to obtain photographic

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evidence, and prepares documentation of all violations, activities and communications.

- Coordinates with other departments with project status updates and compiles construction related data upon request.
- Advises staff on the plan review and inspection process. Assists in the training of building safety staff.
- Prepares and maintains the Division's budget; reviews and approves purchase orders, invoices, and contracts in related division activities.
- Reviews building code fees and fines in collaboration with the Finance Department.
- Reviews established procedures and policies for the Division and recommends and recommends updates and improvements to the Community Development Services Director.
- Directly supervises the duties and responsibilities of the Building Inspector, Electrical Inspector, Plumbing Inspector, and Code Compliance Inspectors.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

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

- Completion of an Associate's degree in Building Construction Technology or a related field.
- A minimum of ten (10) years of progressively responsible building inspection work in structural, mechanical, plumbing, or electrical code enforcement, including at least three (3) years of supervisory experience.
- Experience working in a municipal government setting is strongly preferred.

Knowledge of:

- Mission, vision, and values of the City of Urbana government.
- Advanced knowledge of national, state, and municipal building construction codes and regulations.
- Supervisory principles and practices.
- Commercial and residential construction.
- Advanced knowledge of code disciplines (i.e., electrical, plumbing, HVAC, fire code, etc.).
- Geographic information systems software such as ArcGIS or QGIS.
- Knowledge and skill in presentation techniques, including graphics, layout, and final presentation.
- Principles and practices of public administration and municipal government.
- Principles and techniques of successful interpersonal negotiation and conflict management.

Skills

- Principles and techniques of customer service.
- Exceptional organizational skills, including managing work flow and juggling priorities.

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- Outstanding communication skills, particularly the ability to communicate clearly and concisely, both orally and in writing, to a wide variety of audiences.
- Proficiency with Microsoft Office programs, including Word, Excel, Outlook, and PowerPoint.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic budgeting and accounting skills.
- Exceptional organizational skills.
- Sound judgment, ethics, and integrity with the ability to display strong leadership skills, act in a highly professional manner, and have strong aptitude for accountability and trustworthiness.

Ability to

- Establish and maintain effective working relationships with others and manage conflicts appropriately.
- Prepare technical reports and proposals and make effective presentations orally and in writing.
- Function in a fast-paced environment.
- Represent the City of Urbana in a professional manner.
- Professionally and effectively conduct public meetings.
- Manage multiple complex projects concurrently and accommodate changing priorities.
- Work with diverse co-workers, managers, business representatives, and community members.
- Organize and prioritize workload for self and subordinates, including ensuring subordinates understand their duties and delegated tasks.
- Learn and use new software programs, such as permitting software and geographic information systems.
- Read and understand building plans and specifications.
- Prepare technical reports and present recommendations orally and in writing.
- Detect possible defects and faults at stages in building construction where these are most readily ascertained and remedied.
- Deal effectively with the public, contractors, architects, engineers, other City personnel, and government agencies regarding enforcement of building construction codes and ordinances.
- Analyze alternative means of compliance presented by relevant parties.
- Act as a liaison between diverse interests in difficult situations.
- Monitor staff productivity and provide constructive feedback and coaching.
- Maintain security of confidential information.
- Execute job responsibilities in a timely manner according to department policy.
- Safely operate City vehicles and equipment.

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Licenses, Certifications and Memberships Required

- Must possess or obtain a valid State of Illinois driver's license within 15 days of employment.
- Certification by the International Code Council as Residential Building Inspector and Commercial Building Inspector. Must obtain Commercial Building Plans Examiner certification within six (6) months of hire.
- Certification by the International Code Council as Building Official within one (1) year of hire.

Job Dimensions

- Writing: work requires the ability to write memorandums, letters, reports, correction notices, standard operating procedures, notices to comply, agendas, meeting notes, and email.
- Budget responsibility: Recommends budget allocations, and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
- Policy/Decision Making: Given the nature of the position, may often need to make a call on which appropriate procedure or policy to apply to duties. The employee will provide input to the Director on larger policy level activities. There is a choice of the appropriate procedure or policy to apply to duties. More complex work, as well as decisions with more significant impacts, are typically reviewed prior to being finalized.
- Technical Skills: Comprehensive—work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- Interpersonal/Human Relations Skills: High-interactions at this level usually impact the implementation of policies. Contacts may involve policy interpretations and require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- Interactions with others are somewhat unstructured. The purpose may be to influence or motivate others, to obtain information, or to control situations and resolve problems. Interactions may be moderately unstructured, and may involve persons who hold differing goals and objectives. Individuals at this level often act as a liaison between groups with a focus on solving particular unstructured problems. Interactions at this level require considerable interpersonal skill and the ability to resolve conflict.
- Daily contacts are likely to occur with other Department inspectors and office personnel, other City staff, the public, owners, tenants, contractors, architects, engineers, attorneys, government groups, and community groups.

Level and complexity of supervision received

- This position works under the direction of the Community Development Services Director. Incumbent receives guidance in terms of broad goals and overall objectives and is assigned responsibility for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

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Level and complexity of supervision exercised

- This position supervises all Building Safety Division staff, including Building Inspectors, Electrical Inspector, Plumbing Inspector, Code Compliance Inspectors, Environmental Compliance Inspector, and the Administrative Technician.

Security Level

- **MVR:** essential functions require frequent use of City vehicles.
- **PII:** essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive and/or access to and responsibility for information related to the City's finances.

Physical Demands and Working Conditions

- **Physical Demands:** Requires occasional lifting, carrying, walking, climbing, standing, and kneeling; frequent hand/eye coordination to operate personal computer and office equipment; vision and hearing sufficient for reading, recording, and interpreting information; ability to communicate with employees and the public. Ability to perform a range of manual tasks in a construction environment such as climbing stairs or ladders, visually observing work performed, and wearing of appropriate safety equipment such as boots, hard hats, and safety glasses. Regularly driving and visiting construction sites to perform building inspections.
- **Work Environment:** Works in both a clean, comfortable office environment and in an outdoor construction site environment in variable weather conditions. Frequently works in private homes, businesses, and institutions; buildings that may have unsound structural systems and/or cramped spaces such as basements and crawlspaces. Occasionally works on ladders, scaffolding, & roofs and infrequently may require walking on exposed beams of buildings. Infrequent evening and weekend work may be necessary in priority situations.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Class Specification History:

For HR/Finance Use

Job Class Code	Pay Grade
	114
EEO Category	