



## **BUILDING/CODE COMPLIANCE COORDINATOR**

Bargaining Unit: PEG  
FLSA Status: Exempt

### **DEFINITION**

Under general supervision, the Building/Code Compliance Coordinator will coordinate operations within the Building Division including Building and Fire permit intake, routing, processing, and issuance; building inspections; and Code Enforcement duties. The position will provide guidance and direction to effectively promote a high level of service and responsiveness to the community. This position is responsible for the maintenance of detailed and accurate Division records, coordinating multi-divisional efforts to ensure quality and complete reviews and successful implementation of approved projects. This position will also perform Senior Building/Code Compliance Inspector duties as needed.

### **CLASS CHARACTERISTICS**

This position works under the direction of the Economic and Community Development (ECD) Director and the Chief Building Official / Senior Plans Examiner and exercises functional supervision over division inspectors, technical, and Building counter administrative staff.

### **EXAMPLES OF DUTIES *(illustrative only)***

- Responsible for developing, revising and implementing policies and procedures within the Building Division to accommodate dynamic service needs and staffing levels.
- Responsible for inspection field operations including assigning inspections, managing inspection workload, and ensuring accurate documentation and procedures are followed.
- Performs inspections for complex construction projects or based on inspection activity to maintain service goals.
- Manages Code Enforcement; assigns cases to inspectors, provides guidance to inspectors regarding Code Enforcement cases.
- Writes Code Enforcement notices, maintains Code Enforcement log and reporting, and issues citations.
- Consults with the ECD Director, Chief Building Official/Senior Plans Examiner, and the City Attorney's Office for complex cases as needed.
- Oversees counter operations; ensures proper intake, routing, fees collected, and issuance of permits.
- Ensures all applicable codes, ordinances, and regulations are applied properly and adhered to throughout the permitting process to the final inspection and Certificate of Occupancy where required.
- Facilitates timely processing of plan checks within the City and in conjunction with outside utilities and jurisdictions.
- Coordinates with contract agencies to ensure appropriate staffing levels and service levels are maintained.

- Responsible for ensuring public inquiries and complaints are addressed appropriately and in a timely fashion.
- Ensures accurate data input and maintenance for Building Division reporting and statistical analysis.
- Acts as liaison to the general public and business community during the permit and inspection process.
- Predicts permitting challenges and prepares applicants accordingly; addresses applicant concerns prior to and during the permit issuance process.
- Provides project management for assigned tasks and projects.
- Schedules and coordinates pre-construction meetings.
- Provides the Chief Building Official/Senior Plans Examiner feedback and support on a variety of matter related to division; goals, training, staff evaluations.
- Assists with developing, recommending, and implementing division goals.
- Performs minor plan checking as needed.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree and a minimum five (5) years progressive experience including two (2) in a senior or supervisory role, as an inspector, or other senior or supervisory position related to the development process or any equivalent combination of education and experience.

### **Licenses and Certificates:**

Must possess a valid California Class C Driver's License and have a satisfactory driving record. ICC Certification as a Residential Building Inspector or Commercial Building Inspector and two additional specialty inspector certificates (electrical, mechanical, or plumbing) is required within one year from the date of hire. One specialty inspector certification may be substituted with another City approved ICC Certification or an Associate's degree in Building Inspection Technology or related field.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge Of:**

- City, County, and State government ordinances, laws, and regulations.
- Construction terminology, materials, and practices.
- Building, electrical, mechanical, plumbing, energy, and green codes, the Municipal Code, and their applications.
- Engineering, architectural, and planning practices.
- General working knowledge of building and associated codes, the Municipal Code, and their applications.
- City government policies, procedures, and operating details of a Building Division.
- Understanding of how the Building Division works in conjunction with other divisions within the Economic and Community Development Department as well as other departments within the City.
- Modern office procedures, software, and technology.

Ability To:

- Provide direction, guidance, and follow-up to inspection, technical, and administrative staff.
- Organize and prioritize Building Division work to facilitate service goals and compliance with applicable codes, ordinances, and regulations.
- Use independent judgement and problem-solving skills to alleviate potential issues and help maintain a high level of customer service and efficiency.
- Evaluate service goals, staffing levels and skills, and make changes to division operations as different situations evolve.
- Read and interpret plans, plan check comments, correction notices, and associated documentation to effectively explain and make sure applicants/contractors/owners, have a clear understanding of the issues.
- Analyze and interpret information and prepare correspondence and reports.
- Deal tactfully and effectively with those encountered in the course of work.
- Establish and maintain effective working relationships with internal staff and the public.
- Operate standard office equipment and software.
- Communicate effectively orally and in writing.
- Lead by example with customer-oriented service and problem-solving skills that both satisfy jurisdictional rules, policies, and procedures and customer needs.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.