

Building Official

JOB FAMILY DEFINITION

This classification falls within the Facilities Architectural and Engineering Job Family, encompassing a range of work in which incumbents are responsible for providing architectural and engineering oversight of Judicial Council and client facilities and equipment, including design review, establishment of standards, quality assurance inspections, code compliance, safety compliance, and fire and life safety compliance.

CLASS SUMMARY

This is a single incumbent, advanced management-level class. The Building Official is responsible for the enforcement of the provisions of the California Building Standards Code for all projects within the Building Official's authority. In this capacity, the position establishes the standards for the quality management program to address all inspection and code compliance matters per the California Building Standards Code for judicial branch facilities. The incumbent oversees and manages project plan review, construction inspection, and code and quality compliance activities for new construction or alteration of judicial branch buildings and facilities. The position ensures that the technical application of appropriate standards of design and construction, including architectural, civil, structural, mechanical, electrical, and plumbing elements, are complied with.

DISTINGUISHING CHARACTERISTICS

The Building Official is distinguished from other Judicial Council classes in that the incumbent performs the duties and exercises the powers set forth in the California Building Code for Building Official.

The Building Official is responsible for providing high-level management oversight of multiple units involved in the most complex, specialized, and sensitive functional areas, allocating resources through the Architecture/Engineering Supervisor and other Facilities Supervisors as assigned. The incumbent makes interpretive decisions on behalf of the organization regarding the means for executing the goals established by executive management, subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the units managed.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Plans, organizes, and directs a comprehensive quality management program according to the provisions of state laws and local codes and ordinances for construction, including all mechanical, plumbing, and electrical elements for judicial branch facilities projects.
- Enforces the standards set forth in the California Building Standards Code in accordance with the provisions therein.

- Serves as an advisor on issues related to building construction laws, code interpretation, ordinances, and regulations; represents the Judicial Council before various state and regulatory agencies, associations, and other judicial branch entities.
- Initiates, oversees, interprets, and applies policies relating to the quality management program, methods of construction, and use of materials for compliance.
- Plans, organizes, administers, reviews, and evaluates the work of staff through subordinate supervisors.
- Creates performance and development plans for direct reports, conducts periodic discussions about progress, prepares written performance evaluations, and makes hiring, termination, and disciplinary decisions.
- Develops and implements an effective project plan review process, including managing and facilitating plan review by other regulatory agencies, such as the Office of the State Fire Marshal, the Division of the State Architect, and the Board of State and Community Corrections, as necessary.
- Serves as a subject matter expert on accessibility and the Americans with Disabilities Act (ADA).
- Consults with architects, project managers, engineers, construction inspectors, and other personnel regarding proper design and the methods and materials to be used for building construction.
- Establishes and monitors operating policies and procedures to enhance and improve the quality of the services provided.
- Develops and implements an internal process for project permitting, including the maintenance of permit records.
- Performs specialized inspections of complicated or unusual situations to determine compliance; may conduct field inspections with subordinate inspectors.
- Monitors applicable laws, local codes, and ordinances for developments and changes that impact the quality management program.
- Ensures compliance with all applicable code requirements, including Leadership in Energy and Environmental Design (LEED); advises contractors, engineers, and architects on requirements and corrective actions.
- Prepares and delivers oral and written reports and presentations to branch leadership and other key stakeholders.
- Adheres to all applicable federal, state, and local laws in carrying out the duties of the Building Official.
- Performs other duties of a similar nature and level as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Must possess the qualifications of the Building Official as stated in Section A101 of the California Building Standards Code. As of March 2025, the building official shall have at least 10 years' experience or equivalent as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, five years of which shall have been supervisory experience. The building official should be certified as a building official through a recognized certification program.

LICENSING AND CERTIFICATIONS

- Per the Judicial Council’s Building Official Policy: professional engineer licensed in California, architect licensed in California, or International Code Council-Certified Building Official.
- Valid driver’s license, as assigned.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances; the California Building Standards Code;
- Principles, practices, and methods of architecture, engineering, and construction management; architectural plans, engineering diagrams, and reports; structural and physical calculations;
- Building systems, including electrical, mechanical, plumbing, heating, ventilation, air conditioning, fire and life safety, and security;
- Managerial and supervisory principles, practices, and techniques;
- Principles and practices of strategic planning, program administration, and project management;
- Practices and methods of building inspection; quality assurance practices and techniques;
- Methods of researching building issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports and presentations;
- Contract administration and service evaluation;
- Local government processes and community engagement techniques;
- Principles, practices, and methods of LEED;
- Conflict resolution and negotiation strategies; and
- Principles of and techniques for preparing and delivering effective written and oral presentations.

SKILL IN

- Managing the interpretation and application of relevant laws, regulations, codes, and standards;
- Reading complex architectural and engineering design plans and construction drawings;
- Leading others while fostering an atmosphere of teamwork among contractors and internal staff; planning, organizing, directing, and participating in the work of staff engaged in the performance of complex, technical architectural and engineering work;
- Managing, supervising, evaluating, and motivating staff;
- Developing and implementing goals, objectives, policies, procedures, and work standards;
- Strategic planning and the implementation of branch-wide policy objectives;
- Managing and advancing multiple priorities, including plan review and inspection of large and complex facilities projects concurrently, to meet established timelines;
- Considering broad input and prioritizing accordingly;
- Overseeing contract and procurement administration;
- Effectively representing the Judicial Council and the branch in meetings with regulatory agencies, governmental organizations, community groups, businesses, educational organizations, and the public, as well as property owners, developers, and contractors;
- Engaging constructively with differing or conflicting public opinion; and
- Preparing and presenting clear, concise, and logically written and oral reports, correspondence, policies, procedures, and other written materials.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council 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, walking, reaching, climbing stairs, standing, fine motor coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands, repetitive manual tasks, bending/kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment and may work in field environments with possible exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*

As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.