

EXHIBIT 1

CITY OF AGOURA HILLS

BUILDING OFFICIAL

DEFINITION

Under administrative direction of the Assistant City Manager; plans, organizes, coordinates, performs and supervises the activities of Building and Safety in inspecting buildings and examining plans and specifications; enforce laws and ordinances regulating the construction of buildings in the City of Agoura Hills.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Perform, and/or assign and review, the work of Building and Safety in making inspections, enforcing Federal, State, ADA, and City building and housing codes, and checking plans in issuing building permits.
2. Perform and/or direct field inspections of building construction, mechanical electrical and plumbing work in residential, commercial, industrial and public buildings.
3. Ensure compliance with codes, laws, ordinances and housing regulations.
4. Confer with property owners, architects, and engineers regarding permit requirements design and construction methods and building and zoning requirements.
5. Interact with fire prevention personnel in conduction site inspections and reviewing building specifications for compliance with building and fire code provisions.
6. Recommend amendments to model codes to reflect local conditions and standards.
7. Interpret codes and regulations; explain required inspections and construction requirements.
8. Maintains records of applications, permits, fees and correspondence related to building matters.
9. Coordinate permit issuance with the Planning Division and other City departments.
10. Assumes management responsibilities for assigned services and activities of Building and Safety Division.

11. Perform inspections in the field, including Public Works and capital improvement projects.
12. Assist Community Development Department with code enforcement issues and/or complaints.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. May be exposed to confidential and privileged information during the course of duties, which should maintained as such.
15. Oversee and participate in the development and administration of the division's annual budget and forecast future revenue projections.
16. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include participation in interviewing, hiring, and training of counter-technician and building inspectors; planning, assigning, and directing work; input in performance evaluation; rewarding and disciplining; addressing complaints and resolving problems.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the class.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include, two years of college level courses in architecture or engineering relative to building construction (Bachelor's Degree in Engineering or related field is highly desirable) equivalent and successful completion of acceptable courses in building technology, and a minimum of five years of progressively responsible experience in building construction, design, inspection, or structural analysis; or an equivalent combination of training and experience including administrative management and a supervisory capacity. Relevant experience in a public sector agency is highly desirable.

Knowledge, Skills and Abilities

Knowledge of principles and methods used in various building construction craft areas including electrical, heating and ventilation, plumbing, building construction and alteration and others; laws, ordinances and codes regulating building construction and zoning; appropriate safety and fire prevention methods in construction; principles, practices and techniques of effective customer service; Title 24 energy and accessibility

standards compliance; principles of supervision; and Building and Safety Division operations.

Ability to review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits; inspect building sites during various phases of construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations; deal courteously and communicate effectively with a wide variety of individuals in the course of work; resolve job-related problems with property owners, contractors, architects, engineers, realtors, representative of lending agencies, other governmental agencies and utility companies; maintain accurate records and prepare clear and concise reports and documentation; make sound judgment within established guidelines; and plan, organize and supervise the work of departmental employees, including training and evaluation activities. Knowledge of budget preparation and administration.

Ability to comprehend and enforce City regulations, including code enforcement compliance.

Certificates, Licenses, Registrations

Valid certification from ICC as a Building Official and/or from the Council of American Building Officials is required. Valid California driver's license is required. Licensure in the State of California as an architect or engineer will be given consideration by the City. ICC Fire Inspector and/or Plans Examiner certification are strongly desired.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the class in a successful manner. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Physical Demands

While performing the duties of this job the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to walk, sit, climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use mathematics or mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and deal with customer relations.

WORK ENVIRONMENT

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

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, is exposed to wet and/or humid conditions and vibration, and may at times work in high, precarious places. The employee may occasionally be exposed to fumes, airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is frequently loud.