



# EMPLOYMENT OPPORTUNITY

## BUILDING OFFICIAL

**Position is open until filled.**

**Annual Salary: \$61,538.58 - \$74,800.53**

The City reserves the right to extend the filing deadline as necessary.

**GENERAL STATEMENT OF DUTIES:** Under the general supervision of the Department Director, plans, organizes, manages, and coordinates the Building Division activities, which includes building permit processing, plan checking, building permit plan review, building inspection, and building code compliance; recommends and implements City policy concerning building safety matters; provides highly responsible and technical assistance in areas of assignment; and performs other related duties as assigned.

**CLASS CHARACTERISTICS:** This classification is distinguished by its responsibilities for the day-to-day operations of the Building Division. Additionally, this classification functions as the Building Official for the City, performing highly technical and professional assistance in Building matters related to the protection of the health and safety of citizens by ensuring building, construction and remodeling activities meet appropriate codes, standards and City ordinances. The incumbent is expected to have a high degree of technical expertise in areas of responsibility and to exercise considerable independence, judgment and discretion in the application and enforcement of building codes and ordinances within the City; and is expected to exercise initiative in ensuring building codes used by the City meet current legal and professional guidelines. Direct supervision is exercised over assigned staff.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Plans, organizes, manages, and coordinates the daily operations of the Building Division, including issuance of building permits, plan checking, scheduling and overseeing inspections, and assessing and resolving complex permit, code and procedural questions and problems.
- Functions as the Building Official for the City, reviewing and enforcing laws, ordinances and codes; monitors and implements changes in the California Administrative Code requirements and construction techniques.
- Establishes standards by which plans are reviewed, in accordance with applicable building codes; recommends and implements programs, procedures, and practices for providing effective and efficient plan examination and building inspection services; reviews plans submitted for building permits; determines when plans are to be sent out to be reviewed by the City's contract plans examiner(s); determines and calculates permit values and costs; issues and processes building permits.
- Develops, coordinates, and participates in the preparation and maintenance of building records, including digitizing building permit records, maintaining database inventories, ensuring the quality control of the building permit filing system, and purging files and building permits in accordance with established policy.
- Inspects construction in various stages of completion to insure compliance with plans and codes; researches suitable alternate methods, designs, and materials, which meet the requirements of the Building Code, as necessary; prepares letters informing owners of code violations.
- Coordinates Land Use and Building enforcement activities, including inspection of substandard housing and commercial building complaints; enforces all appropriate building and safety codes and ordinances, including issuing "Stop Work Orders", "Notice of Nuisance", and "Unsafe to Occupy" notices; prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution channels in situations of non-compliance; testifies in court as required.
- Confers with legal, police, fire and other necessary authorities regarding building, fire, life safety and other code interpretations and applications, including performing inspections of substandard buildings, gaining right-of-entry into unsafe, dangerous or hazardous structures for the purpose of inspection and enforcement, and obtaining inspection warrants if right-of entry is refused.
- Assigns, directs, and reviews the work of assigned personnel, including providing training, feedback, and direction, motivating employees, and conducting performance evaluations and disciplinary actions.
- Assists with the preparation of and manages the division budget.
- Acts as Staff to assigned Committees and Commissions; serves as liaison between assigned Committees/Commissions and City, including attending meetings, and preparing and presenting reports and recommendations.
- Provides technical and specialized support to various City departments regarding building related issues, including City building projects, permitting assistance, code interpretation, and review of business license applications for code compliance; monitors changes in regulations within assigned activities, and identifies and recommends necessary City ordinance / policy revisions to ensure ongoing compliance.
- Confers with and represents the City in meetings with architects, engineers, contractors, property owners and various groups and associations regarding difficult design and construction issues; resolves complex problems within the the required codes, regulations and standards; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Gathers, interprets and prepares data for studies, reports, and recommendations; issues various reports to County Assessor, State of California and other agencies as required.
- Performs other related duties as assigned.

**REQUIREMENTS:**

**Knowledge of:** Federal, state and local codes, regulations, ordinances, policies and procedures related to plan review, building permitting, inspection and enforcement functions, including the California Building, Plumbing, Mechanical, Electrical, Residential, Green Building Standards, Energy and Historical Building Codes; Federal and State Health and Safety Codes; principles, practices and materials related to building construction, electrical, plumbing, and solar, heating and ventilation installations; the principles and practices of budget development and administration; the principles and practices of employee supervision, including training, evaluating, and discipline; modern office methods, practices, procedures, and equipment including computer hardware and software necessary for work functions, such as word processing, spreadsheet, and database applications; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

**Ability to:** Plan, organize, manage and coordinate the activities of the Building Division; provide expert professional and technical assistance in all Building matters related to the protection of the health and safety of citizens; interpret, apply, and explain federal, state and local codes, regulations, ordinances, policies and procedures in areas of assignment; understand and interpret plans and specifications; develop, coordinate and participate in preparation and maintenance of building records; participate in the administration and direction of a comprehensive building inspection program, including enforcement activities; assist in

preparation and administration of assigned budget; provide direct supervision to assigned staff; operate computer systems and applications in relation to work functions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

**OTHER REQUIREMENTS:**

- Possess a valid California Driver's License.
- Possess, or obtain within twelve (12) months of date of hire, a Building Official certification issued by CABO (Council of American Building Officials) or ICC (International Code Council).
- Possess ICC Building Inspector certification and ICC Electrical Inspector certification.
- Possess ICC or IAPMO (International Association of Plumbing and Mechanical Officials) Plumbing Inspector certification and ICC or IAPMO Mechanical Inspector certification.
- Must be able to be called out at any time of day or night to determine safety of structures following emergency and natural disasters.
- Must be willing to attend meetings after normal work hours as necessary.
- Must be willing to work extended hours as necessary to complete assigned projects.
- Must be willing to travel for trainings and/or meetings.

**PHYSICAL REQUIREMENTS:** Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job, including sitting for periods of time, operating standard office equipment, including a computer; inspecting building and occupancy sites, including traversing rough/uneven terrain; operating a motor vehicle; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs; climb into crawl spaces; balance on high and narrow places, climb ladders and scaffolding up to 40 feet in height; working outside in varying weather conditions, with exposure to dust and pollen.

**EXPERIENCE AND TRAINING:** Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: College coursework in structural, mechanical, civil engineering, architecture, or related field; and at least four (4) years progressively responsible experience as a Plans Examiner or Building Inspector working under the direction of a Building Official, or related experience, and some supervisory experience.

**BENEFITS:**

<b>Retirement</b>	<u>NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62)</u> – The current 7.75% employee contribution is paid by the employee. For the 2% @ 62 formula the employee contribution may change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.  <u>PERS CLASSIC MEMBERS (2% at 55)</u> - The current 8.5% employee contribution is paid by the employee.  <u>FOR VACANCIES FILLED BY A CURRENT CITY OF ARCATA EMPLOYEE WHO IS ALREADY A PERS MEMBER, THE EMPLOYEE WILL REMAIN AT THEIR CURRENT PERS FORMULA.</u>
<b>Medical</b>	The City currently pays the majority of the premium for employee and family for medical, dental, and vision. The current monthly employee contribution for employee + 2 or more is \$295.82 for medical (Anthem Blue Cross); The employee contribution is fully paid by the City for dental (Delta); and vision (VSP) coverage. Contributions are lower for employee only and employee +1. City offers \$300/mo. health insurance opt out option. Note: There are specific requirements for continuing these medical coverages as a retiree. The City's workers' compensation coverage is self-funded.
<b>Vacation</b>	Accrues at 8 hours per month upon employment and increases with time in service.
<b>Sick Leave</b>	Accrues at 8 hours per month with no limit.
<b>Family Illness / Bereavement Leave</b>	An employee may be granted up to 6 days per year Family Illness leave with pay and up to 5 days per year Bereavement Leave with pay. This is not accruable.
<b>Holidays</b>	The City pays for 11 fixed holidays per year, in addition to 32 hours floating holidays.
<b>Life Insurance</b>	The City pays the premium on a \$50,000 term life insurance policy for eligible employees.
<b>Management Leave</b>	All mid-management employees are entitled to 10 days management leave per fiscal year in lieu of overtime pay or compensating time-off.
<b>Longevity Pay</b>	Employee receives an additional 2.5% of base pay after 10 years; 5% after 15 years; and \$50/mo. after 20 years.
<b>Deferred Compensation</b>	Two 457 Deferred Compensation plans available, with City contribution upon employment and increases with time in service.
<b>Other Benefits</b>	Other benefits include City-paid membership in an Employee Assistance Program (EAP) for the employee and eligible dependents; an education and training reimbursement program; physical fitness reimbursement program; optional participation in supplemental health coverages through AFLAC; optional participation in pre-tax Unreimbursed Medical and Dependent Care Assistance programs; optional participation in Cal-Ore Life Flight; Tobacco Cessation and Adoption incentive plans; waiver (if applicable) of City of Arcata water and sewer service charge base rates; and free transportation on the Arcata & Mad River Transportation System for employee and immediate family members.

*Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.*

**APPLICATION/SELECTION PROCESS:**

A City of Arcata employment application and attached supplemental application must be received in the City Manager's Office to be included in the screening process. This position is open until filled.

**Application materials are available from:**  
**City of Arcata, City Manager's Office**  
**736 F Street, Arcata, CA 95521; (707) 822-5953**  
[www.cityofarcata.org](http://www.cityofarcata.org)

All applications received are screened to determine which applicants most closely match the desired education, experience, knowledge, and abilities of the position. Applicants will receive written notification of the results of the screening process. Applicants meeting the minimum qualifications are not necessarily guaranteed advancement to the examination process, as only the most qualified candidates will be invited to participate. The City Engineer [and/or designee(s)] will interview the top candidates from the examination process. The eligibility list created from this recruitment will remain in effect for one year from the date testing has been completed.

**EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:**

The City of Arcata is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential City employees must complete a required pre-employment physical examination, receive DOJ fingerprint clearance, and have a satisfactory driving record (if required to drive for city business).

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**  
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