



Closing Date: August 27, 2020 at 5:00 PM

BUILDING OFFICIAL

Definition

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and programs of the Division, including plan review, building inspection, enforcement, and permit processing and the public counter staff; ensures compliance with standards to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location, and maintenance of structures; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Community Development in areas of expertise; and performs related duties as assigned. A copy of the full job description can be found at www.townofparadise.com.

About the Responsibilities

Specific responsibilities of this position include but are not limited to:

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Division, including plan review, building inspection, enforcement, and permit processing and the public counter staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Advises staff on interpretation and application of state and local codes and regulations, plans, and specifications to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location, and maintenance of structures.
- Serves as source of information for property owners, developers, architects, engineers, contractors, and the general public regarding plan review, building inspection, enforcement, and permitting programs and functions; represents the division, department, and Town in disputes and litigations; facilitates community participation through a continual dialogue with residents on major projects.
- Assists with difficult field inspections, reviews inspections and decisions when unusual circumstances exist; meets with customers to interpret and explain the plan review, permitting, and inspection processes; provides clarification and responds to questions pertaining to plans review comments and inspection results.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.

The Ideal Candidate

Knowledge of:

- Principles and procedures of plans examination, building inspection, and permitting work.
- Principles, methods, and techniques of structural engineering and construction used in plans examination.
- Building, electrical, mechanical, plumbing, and Title 24 and Title 25 of the California State Codes.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently conduct plan review, building inspection, and permitting studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Interpret Town plan review, building inspection, and permitting programs to the general public; identify and respond to issues and concerns of the public, Town Council and other boards and commissions.

Education & Experience:

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:

Equivalent to an associate degree from an accredited college with significant coursework planning, construction management, architecture, engineering, or a related field and seven (7) years of increasingly responsible experience performing plans examination and/or building inspections, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of an International Code Council (I.C.C.) Building Official Certificate.

The salary for this position is
\$86,424 to \$110,323 annually

Important Application Information

To apply for this opportunity, submit a completed Town of Paradise Application for Employment to the following address:

Town of Paradise - Human Resources Department
ATTN: Building Official
5555 Skyway
Paradise, CA 95969

Application packets must be received prior to the closing date and include the following:

- [Employment Application Form](#)
- Resume and Cover Letter