



CITY OF DOWNEY
 Human Resources
 11111 Brookshire Avenue
 Downey, CA 90241-7016
 (562) 904-7292

<http://www.downeyca.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
 BUILDING OFFICIAL**

An Equal Opportunity/ADA Compliant Employer

COMPENSATION

\$51.58 - \$62.90 Hourly \$8,940.51 - \$10,903.08 Monthly \$107,286.12 - \$130,836.96
 Annually

POSTED: 01/11/17

FINAL FILING DATE: Continuous

ABOUT THE POSITION:

NOTE: This recruitment is open on a continuous basis and may close without prior notice. Testing will be conducted based on a reasonable pool of qualified applicants.

The Building Official position is an integral component of the Community Development Department management team. This position will work closely with the Director of Community Development and other Division Managers to achieve the goals of the community through a collaborative staff effort. The position requires a business friendly approach, creative problem solving mind-set, ability to work in a fast passed environment, and a focus on quality customer service.

Under general direction, plans, organizes, and coordinates the operations and activities of building inspection, plan checking, and permit processing for residential, commercial, and industrial construction; serves as the City's Building Official coordinates and administers professional service contracts with outside service providers; ensures safe work practices, work quality, and accuracy; serves as a technical resource for assigned staff and the Director of Community Development; performs other related duties as required.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following examples are intended to describe the general nature and level of work performed by persons assigned to this classification.

Plans, organizes, performs, and coordinates the operations and activities of staff responsible for building inspection, plan checking, and permit processing; performs plan checking and issues permits at the counter; directs, coordinates, reviews, and participates in the work of professional and technical employees to ensure that building codes are properly enforced with uniformity, equity, and safety; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; monitors plan check flow; coordinates activities with other divisions, City departments, outside agencies, and organizations.

Develops policies and procedures; recommends programs, projects, and work assignments to the Community Development Director; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range program plans for assigned areas; ensures compliance with applicable rules, policies, and procedures.

Establishes performance goals for staff and individual employees; participates in the selection of assigned staff; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as appropriate.

Provides technical and professional advice; prepares and coordinates reports and presentations on current building issues for City Council, community groups and regulatory agencies;

recommends codes and processes for building inspection; participates in professional organizations; maintains statistics and reports on construction activity.

Oversees contract services, including plan check and building inspection; performs plan checking; works at the counter and issues permits; administers provisions and specifications of the division's contracts; prepares technical and/or analytical reports on operations as necessary; participates in budget preparation, administers, and monitors approved budgets; prepares program cost estimates; orders supplies, tools, and materials; reviews and monitors all purchase orders; participates in the equipment procurement process; monitors and controls supplies, and equipment.

Organizes, attends, and serves the City's interests at public, community, and special interest meetings, as well as civic and legislative events, including citation review hearings; responds to the most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups, and the public; establishes and maintains a customer service orientation within the program.

Exercises direct and indirect supervision over professional, technical, office support, and contract staff.

Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive, and productive environment.

Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the division.

Establishes positive working relationships with representatives of community organizations, State/local agencies, City management and staff, and the public.

May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.

Performs other related duties as required.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required skills, knowledge and abilities would be qualifying. A typical way to obtain the skills, knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university with major coursework in Civil or Structural Engineering, Architecture or a related field.

Experience: Six (6) years of increasingly responsible experience in a building services department of which includes two (2) years at a supervisory level. Municipal experience preferred.

Knowledge of: Principles, practices, and methods used in various building construction areas, including structural, plumbing, electrical, and mechanical; principles and practices of program and budget development, administration, and evaluation; methods and techniques of supervision, training, and motivation; applicable Federal, State, and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Supervise and direct the operations and activities of the Building Inspection Division; read and interpret complex plans and specifications; maintain I.C.C. certification through

continuing education programs; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; respond to issues and concerns from contractors, homeowner, and the community; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

License/Certification: Due to the performance of field duties which will require operation of a motor vehicle, a valid California Class C Driver's License and an acceptable driving record at the time of appointment and through employment is required.

Possession of a Building Official certification issued by the Council of American Building Officials or the International Code Council (ICC).

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of Downey. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

ADDITIONAL INFORMATION

Physical Tasks, Abilities, and Environmental Conditions: Work is performed in an office and outdoor environments. Office environment duties and responsibilities involve sitting, standing, and walking for prolonged or intermittent periods of time, and include reaching above and below shoulder level, bending, stooping, climbing stairs, and twisting at the waist to perform desk work, file maintenance, and finger dexterity to operate general office equipment, including the operation of a personal computer and keyboard for prolonged or intermittent periods of time; which requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds.

Outdoor environment may involve exposure to loud noise levels, perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties; ability to work around building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; must be able to perceive color, shapes, and forms; lift up to 25 pounds; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing on a personal computer and operation of a motor vehicle.

APPLICATION MATERIALS MUST BE SUBMITTED ONLINE

AT:

<http://www.downeyca.org>

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Job #15-103
BUILDING OFFICIAL
GB

The provisions of this announcement do not constitute an express or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

Building Official Supplemental Questionnaire

1. Do you fluently speak and/or write any language(s) other than English?

Yes No

2. If "Yes" which language(s)?
- * 3. Which of the following best describes your highest level of education? (Please select one only.)
- High School graduate or equivalent
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Coursework beyond Bachelor's Degree
 - Master's Degree or higher
- * 4. Do you possess a valid class "C" driver's license?
- Yes No
- * 5. Which of the following best describes your years of increasingly responsible experience in a building services department?
- None
 - Less than one year
 - One (1) year to three (3) years
 - Three (3) to six (6) y
 - Six (6) or more years
6. Please briefly describe the experience selected in question five (5) above. Please include in your answer the name of the agency, dates of employment, and the types of duties performed.
- * 7. Which of the following best describes your supervisory level experience a building services department?
- None
 - Less than (6) months of experience
 - Six (6) months to a year of experience
 - One (1) to two (2) years of experience
 - Two (2) or more years of experience
8. Please briefly describe the experience selected in question seven (7) above by listing the name of the agency, dates of employment, and the number of employees supervised.
- * 9. Do you currently possess a Building, Plumbing, Electrical, Mechanical or Plans Examiner Certification?
- Yes No
10. If "Yes" to question number nine (9) above please list the name of the certification possessed. If "No" please enter N/A.
- * 11. Do you currently possess a Building Official certification issued by the Council of American Building Officials or the International Code Council (ICC)?
- Yes No