



BUILDING INSPECTION SERVICES MANAGER

\$6,074 monthly typical hiring point DOQ

\$7,383 monthly max.

(negotiated pay increases 1.5% Jan. 1, 2017 and 1.5% July 1, 2017)

Application Deadline 11:59 p.m. Monday, Dec. 5, 2016 *(Review to start Nov. 28, 2016)*

Oral Board examination scheduled for Dec. 14, 2016

COMMUNITY

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in the quality of their neighborhood infrastructure and amenities.

THE DEPARTMENT

The Building and Public Works Department operates under the Director | City Engineer who oversees three functional divisions: Public Works Maintenance and Operations (managed by the Public Works Superintendent), the Building Division (managed by the Building Inspection Services Manager), and Administration / Engineering. The Building Division is responsible for the full-range of duties, including operating the public service counter, issuing permits, reviewing plans and performing building inspections.

THE POSITION

We are looking for a strong, innovative leader with a customer service focus to act as the chief consultant in interpretation of building codes, as well as providing advanced technical skills to check plans and inspect projects. The incumbent will serve as Building Division manager of the Building Division, including supervising a Building Inspector I/II and a Permit Technician. Problem-solving skills and proven sound independent judgement are necessary along with technical skills.

IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises, plans, trains, and reviews the work of staff responsible for performing building inspection services and activities; provides day-to-day coordination of workload and tasks; participates in performing the most complex work of the division.
- Participates in the selection, training, motivating, and evaluating of assigned personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Assists the Director in the development and implementation of assigned budgets; monitors and approves expenditures; recommends adjustments as necessary.
- Oversees and provides in-office customer service to the public and other departments; interprets codes and regulations; reviews, researches, and communicates results in determining applicable codes/ordinances; explains required inspections, construction requirements, and construction and repair methods and materials to owners, architects, engineers, contractors, staff, and the public; advises owners on matters related to building permits.
- Oversees and performs field inspections of residential and commercial buildings during various stages of construction and remodeling; ensures that structures are being constructed in accordance with approved plans and

specifications and in compliance with applicable state and local laws, ordinances, and codes (including, but not limited to, building, plumbing, mechanical, electrical and energy codes) to ensure the health, safety, and welfare of the public.

- Provides support for the Building Inspection Services Division permit tracking system; prepares, analyzes, and reports data from the permitting database and historical records.
- Attends and participates in professional and technical group meetings; stays abreast of new trends and innovations in the building inspection and facility maintenance field.

QUALIFICATIONS

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in engineering, construction management, architecture, or a closely related field. Associate's degree with experience in building inspection or construction may be substituted for formal education.

Experience:

Four years of increasingly responsible building inspection experience that includes two years of supervisory experience.

License or Certificate:

Possession of an appropriate driver's license.

Possession of a valid certificate as an ICC Certified Inspector or Certified Building Official is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions outlined in the class specifications for Building Inspection Services Manager are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

BENEFITS

The benefit package includes: Public Employees Retirement System (PERS) of 2% @ 55 for Classic Employees (fully paid by City, including EPMC), or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act of 2013; individual selection of medical, vision and dental insurance options up to a set dollar amount; and employee life insurance. The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$473 per month in lieu of enrolling in the City's health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Suisun City does not participate in the Social Security System. In accordance with federal law, the City is required to withhold for Medicare.

Leave benefits include: Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave, 80 hours executive leave, and 13 paid holidays per year.

The Base Salary will be increased by 1.5% on December 30, 2016, and by another 1.5% on June 30, 2017.

This position is an exempt (no paid Overtime) management position represented by the Suisun City Management & Professional Employees Association.

APPLICATION/SELECTION PROCEDURE

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to www.Suisun.com/careers. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process. Paper applications may be obtained from the City of Suisun City, 701 Civic Center Blvd., Suisun City, CA 94585, or 707-421-7300.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

IMPORTANT NOTICE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.