



City Building Official (Building Services Manager)

SALARY: \$9,593.00 to \$11,991.00/Mo.

FILING DEADLINE: Open until filled; OR until a sufficient number of applications have been received. Recruitment may close at any time.

Position Description

The City of Fresno is currently recruiting for a City Building Official (Official Title: Building Services Manager). Under direction of the Assistant Director, the incumbent will plan, organize, and manage the operations of the Building Services Division including plan check and inspection services and will serve as the City Building Official in providing enforcement and interpretation of all state and local building codes, ordinances and regulations related to life, health and safety of the citizens of the City as it relates to the construction, use, and occupancy of structures.

In addition, the incumbent will provide leadership in the development, implementation, and assessment of operational goals, policies, and procedures, and will provide oversight in the implementation of various work plans in support of the City inspection services. The incumbent must be able to effectively manage inspection programs while working collaboratively with the community, stakeholders, and other City departments.

The City is seeking a strong leader who is highly motivated and organized, and possesses the ability to accomplish goals with a high degree of diplomacy, compassion and sound independent judgment.

This is an unclassified position in which the incumbent serves at the will of the Department Director.

THE DIVISION:

Building and Safety Services is responsible for permit processing, plan review, and inspection for public and private projects. The team provides public counter services, plan review for residential projects and commercial projects, and field inspections for code compliance during the construction phase of a project. The Permits Center Program includes public counter processes of plan check, permits issuance, and public services; and comprehensive plan checking for residential, commercial, and industrial projects and specialty inspection support services. The Inspection Services Program includes comprehensive inspection services for residential, commercial, and industrial projects; and specialty plan check services.

The Requirements

Qualified candidates must possess graduation from an accredited college or university with a Bachelor's Degree in engineering, construction management, architecture, or a related field (Graduate Degree desirable); and four years of progressively responsible administrative or management experience in one or more of the following areas: architecture, engineering, construction, code enforcement, permit or plan review, inspection, land division and development or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years. Certification as a Certified Building Official (C.O.) by the Council of American Building Officials (CABO) is highly desirable. Registration as a civil engineer or licensing as an architect by the State of California is desirable.

In addition to the above, the following further describes the knowledge, skill, experience and attributes the ideal candidate for this position will possess:

- Certified Building Official;
- Experience managing plan review and inspection services;
- Initiative to drive and cultivate purposeful change with an emphasis on public service;
- Demonstrated management and leadership skills;
- Experience developing and implementing policies and procedures;
- Experience in preparing, evaluating, and analyzing various reports needed to monitor and measure the overall performance and effectiveness of inspection programs;
- Effective communication skills and the ability to work with various groups;
- Experience setting program goals and objectives, developing and administering budgets; and
- Computer literate and the ability to implement/utilize technology to improve operations.

Additional Requirements

Documentation verifying education must be attached to your application profile. Applications lacking the required documents may be excluded from further consideration.

Possession of a valid California Driver's License at time of appointment. Candidates considered for hire must provide proof of a valid driver's license and current copy of their driving record.

Eligible applicants certified for consideration for this position will be required to successfully pass a Department interview and a Department of Justice fingerprint process prior to employment with the City of Fresno.

Selection Process

Interested and qualified applicants must submit an official City of Fresno application on-line at www.fresno.gov/jobs. For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application.

A select group of candidates will be invited to interview for this position. Recruitment is open until filled and may close at any time. First review of applications submitted will be conducted during the week of 12/21/18.

The City of Fresno offers an attractive and competitive salary and benefits package. Information regarding the City of Fresno is available at www.fresno.gov.

Equal Opportunity Employer

The City of Fresno is an Equal Opportunity Employer