



*Now Accepting Applications for*  
**Chief Building Official/Plan Checker**

Annual Salary Range

**\$ 131,784 – \$ 160,188**

plus full benefits, including CalPERS Pension

**Filing Deadline: July 16, 2019 at 5:00 p.m. or first 100 applications (whichever occurs first)**

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

The City of San Pablo is actively seeking candidates for the position of Chief Building Official/Plan Checker. If you are experienced in building standards and checking plans with a minimum of five (5) years of progressively responsible experience in public sector plan check and building inspection duties, we encourage you to consider applying for this outstanding opportunity to take your leadership, professional, and technical skills and implement them in a well-resourced, professional organization, with an exceptional executive leadership group and solid team to make a positive impact on the community of San Pablo!

In addition to the great salary and benefits, including a four-day work week and the ability to work with other innovative executives, the incumbent will serve as a member of the Community and Economic Development Department. Incumbents in this management-level classification will plan, organize, direct, and coordinate the operations and activities of the City's Residential Health and Safety Ordinance; assume responsibility for implementing City regulations related to setting and ensuring compliance with building standards and laws applicable to plan check, permitting, inspection, and zoning enforcement; supervise and participate in plan checking and field inspection operations; approve plans and specifications, as necessary; and develop and provide comprehensive training programs for building staff. The incumbent will exercise independent judgment, and a high degree of interpersonal, customer service, and public relations skills particularly when representing the City with consultants, other agencies, boards, committees, and City Council.

**About the position:** The incumbent of this position plans, manages and evaluates the work of one contract Building Inspector, two Senior Permit Technicians, and one Administrative Clerk to ensure systems and processes in the organization run smoothly and optimally. A successful Chief Building Official/Plan Checker should have good leadership, analytical, and decision making skills, as well as the ability to deal with a lot of divergent information and, often, to use this information while conveying decisions to other departments and divisions. They should possess the ability to review organizational procedures and analysis to improve efficiency. For additional information about the position, see the [Job Description page](#) of the City's website.

**Experience and Training:** An ideal candidate must have demonstrated expertise in leading, managing, organizing, directing, and coordinating the work of staff in a Building Services Division. The Chief Building Official/Plan Checker is a leader who will work collaboratively to advance the planning, development and administration of services at the City's Building Division. 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: five years of increasingly responsible experience with a public agency in plan check and building inspection duties, including one year of supervisory or management experience, or ten years of progressively responsible experience in the building trades, including one year of supervisory or management experience and the equivalent of a Bachelor's degree from an accredited college or university with major course work in construction management, architecture, civil or structural engineering, public administration, building administration, or a closely related field and possession of a Building Official certificate from the International Code Council (ICC).

**Required license and certificate:** Possession of, or ability to obtain, a valid California driver's license.

**Benefits:** The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

**How to apply:** Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interview: **Thursday, August 8, 2019**. Final Interview: **Thursday, August 15, 2019**. Estimated Start: beginning-to-middle of September 2019.

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which includes TB testing. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). 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 State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**