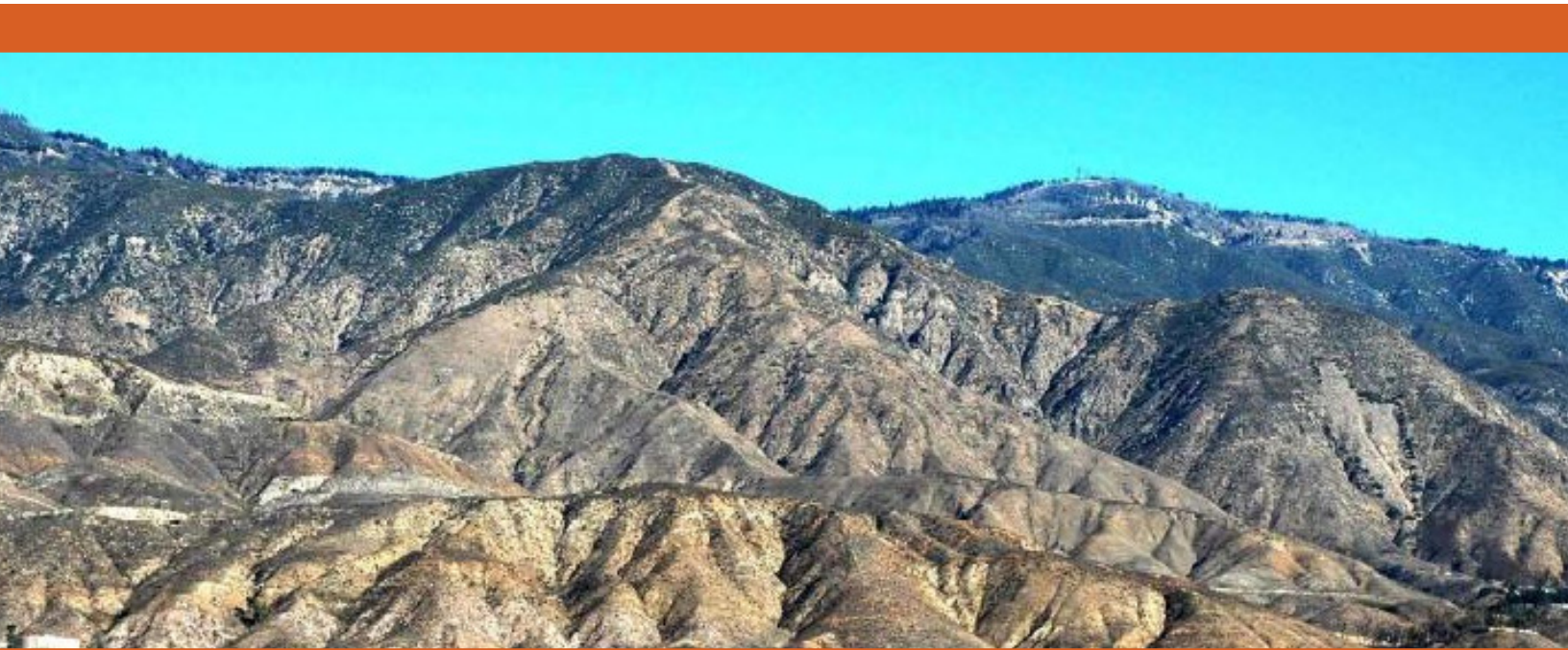




*The City of*

**SAN BERNARDINO**

*California*



*invites applications for the position of*

**BUILDING OFFICIAL &  
ASSISTANT BUILDING OFFICIAL**

RECRUITING SERVICES PROVIDED BY



# THE CITY OF SAN BERNARDINO

## THE COMMUNITY

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 81 square miles and has a diverse population of over 222,000.

Several highly regarded educational institutions are located within or in the nearby area. California State University, San Bernardino is located in the northwestern part of the City. San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College & Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra, one of the oldest and most prestigious in the region.

## CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community and Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Police, and Public Works Departments.

The City's FY 2020/21 General Fund budget is \$186.4 million with a Capital Improvement Program budget of \$25.7 million and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



## THE POSITION

Under direction, the Building Official manages, organizes, integrates, and directs the work of subordinate building inspection and plans examination staff. Oversees a comprehensive set of municipal building inspection and engineering plan check programs to ensure compliance with all applicable codes and ordinances and coordinates assigned activities with other divisions, departments, and outside agencies.

## QUALIFICATIONS

**EXPERIENCE:** Five (5) years of increasingly responsible professional experience, to include two (2) years of experience in a supervisory or management capacity; or an equivalent combination of education, training and experience.

**EDUCATION:** Bachelor's Degree in engineering, architecture, planning, construction technology, or construction management in a municipal building and safety department, or a related field. In lieu of a bachelor's degree, the City may consider a combination of experience and training.

**LICENSE/CERTIFICATION:** A valid California Class C driver's license is required. Current, valid certification as a Certified Building Official. Current, valid certification as a Building, Plumbing, Mechanical and Electrical Plans Examiner from the International Code Council (ICC).

## DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plans, organizes, supervises, and evaluates the work of building division staff; develops, implements, and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to effectively complete building inspection and plan check operations and achieve division and City goals, objectives, and performance measures consistent with the City's quality and service expectations and budget.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies.
- Plans, directs, manages, evaluates, and oversees the City's building inspection, permit processing, and plans examination operations and activities to ensure proper enforcement of federal, state, and local building, housing and zoning codes and ordinances.
- Analyzes, develops, implements, and manages building and safety programs/projects and determines their priorities and scheduling; estimates personnel, resources, and time required for program and project completion.
- Ensures proper administration and enforcement of the City's building, zoning, housing, and related safety codes; manages and directs the preparation of new City ordinances and codes and the revision of existing ordinances and codes and code adoption proceedings; interprets, applies, and enforces accessibility, ADA, and energy regulations.
- Determines appropriate acceptance of building materials and procedures for the City; approves building permit extensions and issues Certificates of Occupancy; conducts the most complex and difficult field inspections and plan checks; represents the City in court cases.
- Coordinates division projects and programs with other City divisions and departments; meets with business and community representatives, residents, and other interested parties to encourage action or resolve building and safety problems and issues; interprets the division's functions, policies, and plans to boards, commissions, community groups, contractors, property owners, and the public; assembles necessary resources to solve a broad range of building inspection and plans examination programmatic and service-delivery problems.
- Monitors and keeps informed of current trends in the municipal building and safety field, evaluates their impact on division operations and recommends policy and procedural improvements.



# ASSISTANT BUILDING OFFICIAL

## THE POSITION

Under administrative direction from the Building Official, supervises staff, assists in the administration of the Building and Safety Division, performs highly complex building inspections and plan review as needed; supervises, trains and assists building inspectors and plan reviewers in the review of building plans and inspection of buildings and structures in all stages of construction, alteration, and repair; enforces all adopted building, energy, green, plumbing, electrical, mechanical codes and laws, prepares related activity reports and technical reports with supporting documents as directed by the Building Official, assists with the implementation of Division policies, procedures, and ordinances and does related work as required.

## QUALIFICATIONS

**EXPERIENCE:** Five years of increasingly responsible experience in building inspection, plan checking, and permit issuance and processing, including two years at a supervisory level.

**EDUCATION:** Equivalent of a Bachelor's Degree in engineering, architecture, public administration, or a closely related field. In lieu of a bachelor's degree, the City may consider a combination of experience and training.

**LICENSE/CERTIFICATION:** A valid California Class C driver's license is required. Current, valid, certification as a Combination Building Inspector and Plans Examiner by the International Code Council is required. Current, valid, certification as a Certified Building Official by the International Code Council, or the ability to obtain within (1) year from the date of hire.

## DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plans, organizes, supervises, and evaluates the work of building division staff; develops, implements, and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to effectively complete building inspection and plan check operations and achieve division and City goals, objectives, and performance measures consistent with the City's quality and service expectations and budget.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies.
- Analyzes, develops, implements, and manages building and safety programs/projects and determines their priorities and scheduling; estimates personnel, resources, and time required for program and project completion.
- Schedules, coordinates, facilitates, and directs field and office activities for inspection programs; develops building inspection policies, procedures, and standards; coordinates and assigns daily requests for inspection; ensures inspections are performed in appropriate time frames.
- Performs the more complex and difficult inspection tasks; performs onsite inspection of buildings and construction sites to determine compliance with building codes, land-use regulations, property maintenance standards, and other applicable standards.
- Reads, evaluates, and interprets blueprints/construction plans; interprets detailed codes and regulations, and explains required inspections and construction requirements to owners, architects, engineers, contractors, and the public.
- Advises property owners and contractors on matters relevant to building permits, construction methods, materials, types of construction, and occupancies; directs the issuance of correction notices, notices of violation, stop work orders, and other citations.
- Tracks progress of building inspection and plan review work performed on all construction projects; reviews, corrects, and approves reports prepared by staff.
- Represents the division at meetings and administrative hearings; appears at arraignments and provides court testimony as required; seeks prosecution in the municipal court system through the City Attorney's Office; assists in the preparation of affidavits, warrant requests and returns, complaints, and other court documents.

## SALARY & BENEFITS

**Building Official Salary Range - \$119,517.72 - \$145,261.44**  
**Assistant Building Official Salary - \$102,899.40 - \$125,073.96**

**Retirement** - Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

**Health Insurance** - Eligible to receive a City contribution of \$1,125.00 per for Employee Only, \$1,289.00 per for Employee Plus One Dependent, and \$1,724.00 per month for Employee Plus Two or More Dependents to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual "Health Insurance Waiver Stipend" of \$4,000.00 every first paycheck of December.

**Life & Accidental Death and Dismemberment Insurance** - The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

**Other** - Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.

## APPLICATION AND SELECTION PROCESS

**OPEN UNTIL FILLED**  
**FIRST REVIEW DATE: FRIDAY, DECEMBER 9, 2022**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the Agency Director of Community and Economic Development. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

## IDEAL CANDIDATE

The Building Official will have a thorough understanding of managing building inspection services and operations, including significant knowledge of the building code and innovations in the construction industry.

The ideal candidate will possess outstanding interpersonal skills and be politically astute with the ability to collaboratively guide building staff through issues important to the organization and community. The successful candidate will be an individual who is driven by the desire to maintain a high standard of excellence in customer service. The ideal candidate enjoys collaboration, leadership, guiding and motivating staff, and promoting professional development on their team. The ideal candidate is approachable and technologically savvy, with a management style that fosters trust, loyalty, respect, commitment and partnership.

San Bernardino is committed to promoting economic development in the community by supporting the growth of existing businesses, offering opportunities to new companies that are attracted to the area, while advocating for safe, functional, high quality development for its residents and employees.

