

Salary and Benefits

The annual salary range for the Building Official position is \$64,391.86 to \$86,291.40 plus an excellent benefits package. The City provides the following benefits:

General Leave:

- Vacation: 12 days of paid vacation leave the first year, increasing to 15 days in year two and increasing thereafter based on every five years of service to a maximum of 30 days per year after 20 years of service
- Administrative Leave: 60 hours annual administrative leave
- Sick Leave: Leave is accrued at 3.69 hours per pay period for a total of 12 days of paid sick leave per year

Medical, Dental, & Vision Insurance: Medical coverage is a 90/10 plan provided through Anthem Blue Cross. Dental coverage is provided through Delta Dental, and vision provided through EyeMed. The policy covers employee and any eligible dependents, with the current employee contribution at \$46 per month.

Life Insurance: The City provides a \$25,000 term life insurance policy.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). For legacy members, the benefit level is 3% @60. For new members, the benefit level is 2% @62 with the employee contribution rate of 6.5% of gross salary per pay period.

Holidays: 14 paid holidays per year

Deferred Compensation: Voluntary plans available including IRS Section 125 Flexible Benefit Plan

Application procedure

This position is open until filled, with an application deadline of OCTOBER 3, 2016.

A cover letter and resume must be submitted with the City of Susanville and delivered or mailed to: the following address:

City of Susanville, Attn: City Clerk

66 North Lassen Street

Susanville, CA 96130-3904

Applications are available at the address above or at www.cityofsusanville.org.

Candidates with questions may contact the City Clerk at (530) 252-5103.

The City of Susanville is an Equal Opportunity Employer.



CITY OF SUSANVILLE

INVITES APPLICATIONS FOR THE POSITION OF

Building Official



APPLICATIONS DUE OCTOBER 3, 2016

66 North Lassen Street, Susanville, CA 96130
Phone: 530.252.5100 | Fax: 530.252.1020

About the Position

The City of Susanville has an exciting career opportunity available for an experienced Building Inspection Professional to join our Administrative Services team. The Building Official works together with the City Planner and Permit Technician, forming a skilled and energetic Community Development Division. As the designated individual charged with administration and enforcement of the California Building Standards Code, Code Enforcement, Health and Safety, the Building Official reviews building plans and issues permits, performs field inspections and coordinates inspection assignments with other divisions and agencies, and provides leadership to staff assigned to the Community Development Division. This is a working position that requires daily inspection, plan checking and customer services activities. The Community Development Division is committed to providing outstanding customer service and assisting citizens in making informed decisions to ensure their safety and to promote positive development and community vitality.

Ideal Candidate

The ideal candidate will be an experienced and engaged team player with proven management skills, and the ability to promote a positive, professional image of the City of Susanville. The successful applicant will have a broad knowledge of the building and development industry and the ability to explain technical information and processes to members of the public. With superior customer service skills, the ideal candidate will possess the ability to establish and maintain cooperative working relationships with all members of the community.



Ability to

- Assume responsibility for implementing and managing all activities related to setting and ensuring compliance with building standards including plan check, inspection and permit issuance
- Work independently and within a team in order to assure consistent code enforcement and administration; quality inspections; fair and thorough plan review, and timely customer service
- Perform technical research regarding building construction; analyze and rule on alternate methods and materials of construction
- Provide code interpretations and establish written policies and procedures needed in the administration and enforcement of the California Building Standards Code and local ordinances
- Work effectively with the public, developers, contractors, architects, and others in order to convey construction and code regulations, construction methods, and permit processing procedures
- Explain Division policies to the public, developers, contractors, architects, and others in person, using computers and over the phone in a courteous and helpful manner
- Effectively collaborate and work with department heads and other Division members on building activities
- Establish and maintain relationships with appropriate government bodies, private firms, organizations, and individuals to ensure compliance with appropriate laws and development standards
- Communicate clearly and concisely, both orally and in writing

Experience and Education

- A minimum of 4 years increasingly responsible experience in the plan checking and inspection of commercial, industrial, and residential buildings or equal experience
- Possession of a valid California Drivers License with good driving record
- International Code Council (ICC) certification as a Building Official or the ability to obtain within 1 year
- International Code Council certification in at least 5 of the technical classifications
- CA Division of the State Architect certification as a Certified Access Specialist (CASP) is preferred
- Possession of Energy Auditor certification, or ability to obtain within a reasonable timeframe
- Ability to maintain certification requirements throughout employment

Job Knowledge

Knowledge of:

- Operational characteristics, services and activities of a comprehensive plan checking, permit issuance, and building inspection program
- Methods, materials, and progressive steps used in the construction of buildings and related structures
- Pertinent building and related codes, ordinances and regulations enforced by the City including the California Building Code, Plumbing, Electrical, and Mechanical Codes, Zoning Ordinances, General Land Use Codes, and related City Codes and State mandated regulations
- Principles of structural design, engineering mathematics and architectural plan review
- Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices
- Modern office procedures, methods, and operation of equipment
- Preparation of statistics, reports and written communications using Word, Excel, Powerpoint or other Microsoft

The Administrative Services Department

The Administrative Services Department is led by the City Administrator, and comprised of the Finance and Community Development Divisions is located at City Hall. The Building Official reports directly to the City Administrator and together with the City Planner and Building Permit Technician, provides Building and Planning Services to the community as a member of the Community Development Division.

About Susanville and Lassen County



Susanville is a General Law City located in Lassen County and operating under the Council/Administrator form of government with a five-member City Council. Incorporated in 1900, Susanville has a population of approximately 9,000 citizens and encompasses approximately six square miles. At 4,200 feet in elevation, residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation available. Fishermen and boating enthusiasts will enjoy the numerous lakes, rivers, streams, and the proximity to Eagle Lake.