

Salary and Benefits

The annual salary range for the Building Official position is \$70,238 to \$96,479 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: The City offers excellent Medical, Dental and Vision Insurance. Employee currently pays \$46 per month and receives medical, dental and vision coverage for employee, spouse, and eligible dependents. Medical insurance currently 90/10 plan, with annual deductible of \$150 (individual) and \$450 (family), annual maximum out of pocket \$3,000 (individual), \$6,000(family).

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 currently 2% @62 with an 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 and 457 Plan.

Application Procedure:

APPLICATIONS DUE:

May 21, 2020 by 4:00 p.m.

To be considered for this opportunity, applicants MUST submit a cover letter, resume, and City standard application in person or by mail at 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 City Hall at (530) 252-5103.

The City of Susanville does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.



City of Susanville

INVITES APPLICATIONS FOR THE POSITION OF

Building Official



APPLICATIONS DUE BY 4:00 P.M. ON MAY 21, 2020

66 North Lassen Street, Susanville, CA 96130
Phone: 530.252.5103 | Fax: 530.252.1020

About the Position

Under the direction of the City Administrator, the Building Official checks plans and specifications for existing commercial and residential buildings under construction or alteration; performs on-site inspections to determine compliance with zoning and building provisions of the Susanville Municipal Code and other building codes and regulations and adherence to original plans and specifications; to issue building permits and respond to inquiries from the public; to enforce safety regulations; and to supervise subordinate technical and clerical personnel.



Preferred Qualifications

QUALIFICATIONS: *Any combination of experience and education what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Completion of the twelfth grade
- Three (3) years of experience in building inspection, standards development and plan checking including one year of supervisory experience or equivalent experience.

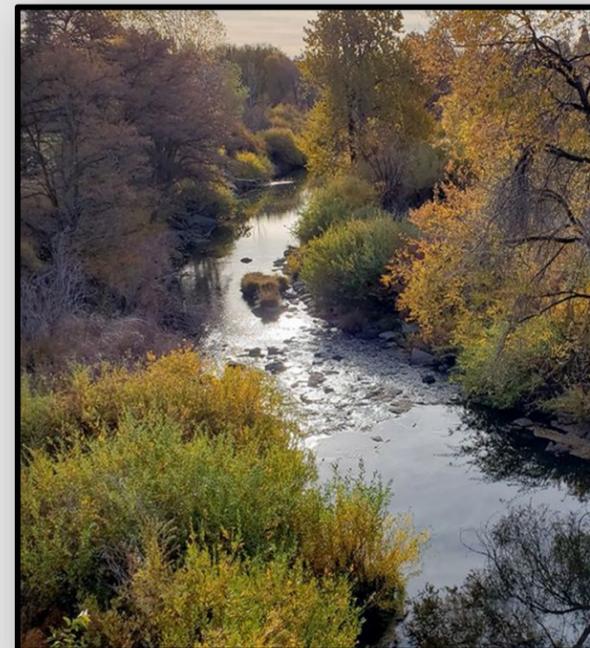
Licenses/Certificates:

- Possession of or ability to obtain and maintain a California Driver's License
- Possession of an ICC Building Official Certificate. ICC certification as a combination inspector. **Required** to have certification as an ICC Building Official within 12 months.



Essential Duties and Responsibilities cont.

- Field inspections of building construction, plumbing and electrical installations in commercial and residential buildings to ensure compliance with applicable codes;
- Issue permits for work to be performed;
- Check plans for original construction or alterations or remodeling for existing structures to ensure compliance with pertinent codes and accepted engineering practices; issue acceptance of approval of such plans and specifications;
- Confer with architects, contractors, builders and members of the general public in the field, office and at the counter; explain and interpret requirements as required;
- Maintain inspection or permit files; submit inspection reports as required;
- Investigate violations and complaints;
- Supervise and coordinate work of subordinate staff;
- Assist other staff in resolving disputes between the City and developers, builders and members of the public;
- Perform other duties as assigned.



Additional Experience and Ability To:

- Approved and modern methods, material, tools and safety used in building construction.
- Building and related codes and ordinances enforceable by the City, including: California Building Standards Code, State Housing Act of California and Susanville Municipal Code.
- Provisions of Title 24, State of California.
- Abatement of dangerous buildings code.
- Principles of supervision.
- Read, understand and interpret construction blueprints, plans and specifications.
- Inspect and analyze standard building construction and identify code violations.
- Perform office plan check of residential and commercial structures.
- Keep accurate records.
- Prepare accurate and precise reports.
- Communicate effectively orally and in writing.
- Use safe work practices.

The Administrative Services Department

The Administrative Services Department is led by the City Administrator, is comprised of the Administrative Services, Finance, Building & Planning and Park Divisions and 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 Building & Planning Division.

About Susanville and Lassen County



Susanville is located in Lassen County in the heart of North East California, and 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 activities enjoyed by the community. Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to Eagle Lake, Antelope Lake and Lake Almanor. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Trails Trust Rails to Trails festival, Mountain Bike trails and races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical County Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College and nearby Chico State University and the University of Nevada, Reno. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, the Susanville Symphony and the newly constructed Honey Lake Valley Community Pool.