



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Building Official

\$9,382 - \$11,404 per month

Imagine...the opportunity to work in one of the most thriving business corridors and historic settings in Southern California, a place that is home to the fourth of California's 21 historic missions, and at a time when tremendous growth and diversity are making San Gabriel one of Southern California's prime destinations.



The Community

Founded in 1771, San Gabriel is located 10 miles northeast of Los Angeles and is the birthplace of the greater metropolitan region. Today, San Gabriel is a burgeoning community of 40,000 with several neighborhoods of aesthetic and historical significance, outstanding schools, and excellent public amenities. The heart of San Gabriel is its Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events, including the annual Dumpling & Beer Festival and Lunar New Year Festival, that attract patrons from all over the region. All of this and much more make San Gabriel a great place to live, work, and play.

The Opportunity

The San Gabriel Community Development Department is recruiting for Building Official. The Community Development Department is comprised of four divisions: Building & Safety, Economic Development, Planning, and Neighborhood Improvement Services and is staffed with 15 full-time positions and several consultants. The Building Official is an integral position within the Department responsible for the general organization, supervision, financial management, and efficient operation of the Building and Safety Division.

The Ideal Candidate

The ideal candidate is a highly motivated and experienced building safety professional with strong leadership skills, managerial experience, competence, and interpersonal tact. The ideal candidate also can work well with a diverse base of stakeholders, customers, and constituents. The candidate must be innovative and able to effectively supervise assigned personnel, motivate employees, foster a supportive team environment, effectively communicate, and make presentations to commissions and/or the City Council as needed. Most importantly, the ideal candidate has outstanding judgment, supervisory experience, and the ability to deliver quality programs and services to the community.

Position Summary

Under general direction of the Community Development Director, the Building Official is responsible for the general organization, supervision, financial management, and efficient operation of the Building and Safety Division. The Building Official plans, directs staff, and participates in plan check and inspection of buildings for compliance with laws, codes, and ordinances; provides code interpretations and technical assistance to the public and construction professionals; investigates constituent complaints on alleged building violations; prepares drafts of ordinances and codes, and presents updated/revised ordinances and codes for adoption as needed; performs other duties as assigned.

For a more detailed description of the position's duties, please see the attached classification specification for Building Official (Appendix A).



Education & Experience Requirements

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in engineering, architecture, public administration, or a closely related field.
- Five (5) years of increasingly responsible experience in building or structural design, construction, plan check, inspection, or research in building technology, with at least two years of experience in a supervisory capacity.
- Local government experience is highly desirable.

For more detailed information on the duties and minimum requirements for this position, please see the attached classification specification for Building Official (Appendix A).

License and Certification Requirements

Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

Compensation & Benefit Summary

San Gabriel provides excellent compensation and benefits. The current monthly base salary range for Building Official is \$9,382 - \$11,404 per month. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS retirement formula status.
- **Health Benefits:** City paid contribution of up to **\$1,600 per month** toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **Alternative Work Schedule:** Alternative 9/80 work schedule may be allowed depending on the City's needs and employee performance. City maintains full discretion to allow the 9/80 schedule.
- **Alternative Remote Work:** Some regularly scheduled remote workdays may be allowed depending on the City's needs and employee performance. City maintains the full discretion to allow remote work. Optional remote work must also conform to the City's remote work policy (Admin Policy 608). Probationary employees are not eligible for remote work.

- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$100 per month to a 457 plan for employees who opt into the plan. The matching contribution requires employees to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from an accredited college or university shall receive \$300 per month in education premium pay.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long-Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay requires review and approval by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the employee covers all premium/out-of-pocket expenses associated with the plans, if elected (City does not contribute to these plans).
- **Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 96 hours of paid holiday time per year.
 - Floating Holiday: 16 hours of paid floating holiday per year (prorated for time of hire).
 - Administrative: 55 hours of administrative leave per calendar year (prorated for time of hire).
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).

Application Instructions

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following four items: (1) cover letter, (2) professional résumé, (3) list of professional references, and (4) list or copies of all certifications required and/or applicable for the position (e.g., college degree/s, relevant training certification/s...etc.). Do not submit copy of Driver's License. Hard copy versions of items 1-4 will not be accepted. Failure to submit a thoroughly prepared online application along with items 1-4 may be disqualifying. Faxed, emailed, and/or hard copy applications will not be accepted. To apply, please visit jobs.sangabrielcity.com.

Application Filing Deadline

The application filing deadline for this recruitment is Monday October 23, 2023, at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first. As such, please do not hesitate to apply as this recruitment may close at any time without notice. The most qualified applicants will be invited to an examination at a time deemed most convenient for the City.

Tentative Recruitment Schedule & Exam Plan

The following is the tentative exam schedule for this recruitment. Please prepare your schedule in advance and note that the exam plan and/or schedule may be changed without notice if deemed necessary.

- Application Filing Period..... September 25 – October 23, 2023
- Oral Panel Interview (100% Qualifying) Week of October 30
- Selection Interviews..... Week of November 6
- Pre-Employment Process..... Approximately 3-4 weeks
- Target Start Date..... December 18, 2023

Pre-Employment Process

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, including drug screen, (3) Live Scan fingerprint check, (4) work experience and education verification, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

Examination, Selection & Hiring Process

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral appraisal interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on each of the preceding elements of the examination process will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process typically consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some positions may also require a comprehensive background check, including a security clearance. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

DISCLAIMER:

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require

special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT:

San Gabriel City Hall
425 S. Mission Drive
San Gabriel, CA 91776

Phone: (626) 308-2802
Email: hr@sgch.org
Web: www.sangabrielcity.com

APPENDIX A

CLASSIFICATION SPECIFICATION

BUILDING OFFICIAL

JOB SUMMARY:

Under direct supervision of the Community Development Director, the Building Official oversees the operations of the Building & Safety Division; performs the most complex plan checks and inspections to ensure compliance with federal, state, and local building, electrical, plumbing, mechanical, and zoning codes and ordinances; researches, develops, and implements code enforcement strategies; plans, supervises, and performs complex inspections of residential, commercial, and industrial properties to determine compliance with federal, state, and local codes, regulations, and ordinances; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Building Official is responsible for the overall management of the Building & Safety Division and handles highly complex building and safety projects and code cases. This class differs from a Building Inspector due to the level of experience required, complexity of work performed, direct supervision of staff, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, directs staff, and participates in plan checks and building inspections for compliance with laws, codes, ordinances, and regulations governing the safety, construction, and alteration of buildings including plumbing, structural, electrical, mechanical, and plumbing installations; issues building and related permits for building construction activities within the City; and prepares reports, makes presentations on building and safety issues to the City Council, and provides recommendations.
- Researches code requirements, new materials, methods of construction, and related matters; monitors and keeps informed of current trends in the field of building inspection including legislation, court rulings, and professional practices and techniques; and evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and request for information from homeowners, business owners, laymen, contractors, architects, and the public; provides information on building, electrical, plumbing, mechanical, zoning restrictions, property maintenance and municipal and state code requirements, and any necessary corrective measures for building and safety violations and public nuisances; and resolves services issues and complaints.
- Oversees the most difficult, sensitive, and complex code enforcement cases including site visits, communications with complainants, attorneys, and property owners involved in code violation cases, and the gathering of evidence and documents for court proceedings; performs the full array of residential, commercial, and industrial and transient business inspections; determines alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations; files criminal complaints; and appears in court and other hearings to present testimony.
- Consults with the City Attorney, other agencies, and other City departments such as Fire and Police on code enforcement cases; responds to questions and concerns from the public, City staff, and other agencies regarding code violations; provides information, as appropriate, and resolves issues and complaints; and services as a liaison to various community organizations and represents the City on homeless issues.

- Develops and monitors budgets for division programs, and identifies potential resources and prepares grant requests and proposals for activities to improve property maintenance, code compliance, and other related areas.
- Provides supervision and training for subordinate staff; coordinates scheduling and staff for building permit issuance, plan review and inspections, administrative appeal hearings, cost assessment hearings, and/or court hearings to present testimony; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Building, electrical, plumbing, and mechanical constructions, alteration, and repair methods, materials, and equipment; federal, state, and local building, electrical, plumbing, and mechanical codes, ordinances, regulations, and their administration and enforcement; provisions of federal, state, and local codes including but not limited to property maintenance, weed abatement, public nuisances, and inoperative or abandoned vehicles; Building Code, International Property Maintenance Code, Health and Safety Code, NPDES or water quality, and land use (zoning); office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain building policies and procedures; read, understand, and correctly interpret building plans, specifications, and building codes; inspect and analyze a variety of building and properties to identify code violations; correctly interpret and apply codes and regulations to varying situations; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in engineering, architecture, public administration, or a closely related field.

- Five years of increasingly responsible experience in code enforcement, building or structural design, construction, plan check, inspection, or research in building technology, with at least two years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a currently valid International Code Council (ICC) Certificate as a Building Official is preferred.
- Possession of a Basic Code Enforcement Certification and Basic Penal Code 832 module is preferred.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodation may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: July 26, 2018