



City of Milpitas

We invite applications for the position of: Building Inspection Manager

Annual Salary Range: \$122,673.10 - \$149,111.24

Post Date: June 24, 2019

Close Date: July 14, 2019, by 5:00 PM

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers.](#)"

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The Building Inspection Manager's primary responsibilities will be to supervise, schedule, and coordinate inspectors' activities for the Building and Housing Department. In addition, the Building Inspection Manager will inspect building systems at various stages of construction, alteration, repair and review plans to ensure compliance with applicable codes, ordinances, and laws.

What You Will Do

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

- Supervise and direct the activities of staff including work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.
- Direct and assist staff in daily operations, resolving difficult problems with both internal and external customers.
- Participate in the development and implementation of departmental goals, objectives, policies, and priorities.
- Monitor, evaluate, and improve the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload.
- Prepare budget recommendations; monitor personnel and internal services expenditures; ensure expenditures remain within budgetary limitations.



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- Provide ongoing training to building inspection staff as directed; ensure uniform application of the appropriate codes, rules, and regulations.
 - Prepare appropriate paperwork, records, and reports.
 - Check plans for construction, alteration, or repair of residential, commercial, and industrial buildings to ensure compliance with applicable codes.
 - Administer, interpret and enforce the provisions of adopted codes, municipal regulations and other codes as they relate to building systems.
 - Prepare and participate in the code adoption process.
 - Perform field inspections to resolve building inspection issues.
 - Inspect building systems at various stages of construction, alteration, and repair to ensure compliance with the approved plans, specifications, codes, ordinances, and laws.
 - Coordinate division activities with other City departments, divisions, sections, and outside agencies.

Experience and Education

Four years of increasingly responsible experience in the inspection of public, commercial, industrial, and residential buildings, including three years of supervisory experience.

Equivalent to the completion of the twelfth grade. A Bachelor's degree or equivalent from an accredited college or university in business administration, construction inspection, engineering, architecture or a related field is highly desirable.

License and Other Requirements

Possession of or ability to obtain and maintain a valid California Driver's License.

Possession of Building, Plumbing, Mechanical, and Electrical Inspector Certificates, or Residential and Commercial Combination Inspector Certificates, issued by the International Code Council (ICC) or International Association of Plumbing and Mechanical Officials (IAPMO), or other recognized agency.

Possession of Certified Access Specialist (CAsp) and a Plans Examiner Certificate issued by the International Code Council (ICC) is highly desirable.

Special Requirements

Typically, work is performed at construction sites and in an office environment; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, and climb; push, pull, and carry up to 50 pounds; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone is essential; exposure to construction-related chemicals and products; may be required to crawl in confined spaces.

Selection Process



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Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, and copies of required certificates online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management and Confidential bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.