



City of Milpitas

We invite applications for the position of: Plan Review Manager

Annual Salary Range: \$127,809.86 - \$166,228.34

Post Date: June 24, 2019

Close Date: July 21, 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 City of Milpitas wants an experienced and skilled individual to join the Building and Housing Department as Plan Review Manager. The Plan Review Manager is a managerial position that manages the plan review and permitting function by leading a multi-disciplinary team to ensure timely plan review and permit services for all customers. The incumbent will coordinate with plan review staff, permit center staff, customers, other City departments, and outside agencies.

What You Will Do

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

- Manage, plan, and direct the plan review operation; supervise workflow of assigned staff; train, and evaluate staff, work product, methods, and procedures;
- Provide oversight for permit services and counter operations;
- Participate in the development of goals, objectives, policies, and priorities within plan review and permit services;
- Coordinate plan review and permit activities with other departments, divisions, and outside agencies to resolve issues and enhance customer service;
- Conduct meetings with project stakeholders, property owners, developers, and designers to explain codes, policies, and procedures and to mediate/resolve conflicts and respond to questions concerning plan and permit submittals;



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- Analyze and make recommendations to policies, methods, and procedures to improve efficiency and effectiveness of plan review and permit operations;
 - Respond to inquiries and concerns from engineers, architects, contractors, staff, and the general public regarding permit and plan review issues;
 - Appear before City Council, public agencies, business and civic groups, and other organizations in the presentation and discussion of plan review;
 - Interpret codes, standards, laws, and regulations; resolves building code issues during plan review and as generated in the field;
 - Conduct research and analysis of complex technical issues; evaluate alternatives and provide recommendations;
 - Monitor performance measures and prepare related reports;
 - Participate in the administration of building permit system, records management, and technology improvements to enhance operations and customer service;
 - Stay current with new development or changes in codes, standards, materials, and technology; and
 - Perform other duties as assigned.

Experience and Education

Five years of increasingly responsible experience in building plan review, including significant supervisory responsibilities.

Bachelor's Degree from an accredited college or university in engineering, architecture, or a related field.

License and Other Requirements

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment;

License as a Professional Engineer or Architect in the State of California is required at the time of application and for the duration of employment; and

Certification as a Building Plans Examiner by the International Code Council (ICC) is required at the time of application and for the duration of employment.

Special Requirements

May be required to work after regular business hours including nights and weekends;

Must be able to perform all of the essential functions of the job in various work environments including construction sites, exposure to the elements, and walking on elevated and uneven surfaces.



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Selection Process

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 part of the Unrepresented 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/2019/02/Benefits-Handbook-FINAL-July-2018.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.