



career opportunity



City of San Rafael, California

CHIEF BUILDING OFFICIAL

CITY OF SAN RAFAEL, CALIFORNIA

SALARY: \$120,948-\$147,012 ANNUALLY, DOQ/DOE

The City of San Rafael's Community Development Department seeks your creativity, passion, industry insights and entrepreneurial spirit. Are you interested in supporting an innovative permitting process that promotes efficient and first rate customer service?

The City of San Rafael seeks a Chief Building Official with substantial experience working on residential projects, plan reviews, permit processing, commercial structures and code compliance. We are looking for someone with exceptional interpersonal skills, who enjoys mentoring and leading others and building positive relationships with other city departments, community clients, design professionals and contractors. The department boasts an impressive record of leadership stability; in the past 45 years the City has only had two Chief Building Officials! San Rafael employees are encouraged to bring new ideas to everyday work challenges and find it rewarding to work in a forward-thinking and collaborative environment.

THE CITY & DEPARTMENT

San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, strong neighborhoods and community resources, active lifestyle, and natural environment. The City of San Rafael is a full-service City with a City Council/City Manager form of government which has over 400 employees and an annual budget of \$100 million. The vision of the City is to be a vibrant economic and cultural center reflective of its diversity.



THE DEPARTMENT / THE BUILDING DIVISION

The Chief Building Official oversees the Building Division, which is one of three divisions within the Community Development Department; the other two divisions include City Planning and Code Enforcement. The annual budget for the department is \$4.2 MM, of which approximately \$2 MM is appropriated to the Building Division. This Division is a key revenue source for the Community Development Department. In the fiscal year 2016-2017, the Building Division generated \$2.5 MM in revenue and issued approximately 5,000 building-related permits. The Division staffs nine full-time employees with some support through contractual services.



BUILDING ACTIVITY IN THE COMMUNITY

Like many Bay Area cities, San Rafael is experiencing active construction activity. While most of the construction is residential, new businesses have boosted permit and construction activity that focuses on commercial space tenant improvements and additions. Being a built-out community, there is little large-scale development. However, Downtown San Rafael, which is a center for employment and commercial services, has seen an increase in development activity. The recent commencement of the SMART commuter rail service, and presence of a Downtown rail station, has boosted development interest. At present, there are fifteen development projects in Downtown that are under construction, approved, or in the planning pipeline. Recent development projects include:

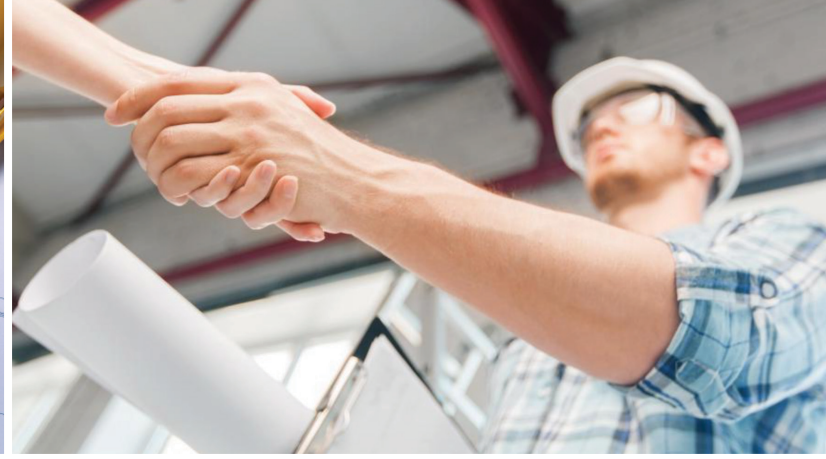
- ▶ San Rafael Corporate Center, a 450,000 square foot office park occupied by BioMarin, a research and development pharmaceutical company;
- ▶ “The Strand” residential development;
- ▶ Andy’s Market at Loch Lomond Marina;
- ▶ G-Square mixed-use development; and
- ▶ Mission Avenue/Irwin Street apartments.



THE JOB / IDEAL CANDIDATE

*This position directs and controls all matters related to the Building Division, including: overseeing a variety of complex building code inspections, leading and mentoring staff, and overseeing site development functions, permit issuance, fee collection, etc. **As part of your daily job you will:***

- ▶ Have knowledge of building and safety laws, codes and regulations, and methods, materials and practices employed in building and site development design, construction and inspection.
 - ▶ Plan check various projects including complex residential, commercial and industrial buildings.
 - ▶ Inspect the quality of work material and construction methods for foundation, excavation, framing, concrete, steel erection, lathing, plastering, tile work, electrical, plumbing, etc.
 - ▶ Issue construction and occupancy permits, and final inspection certifications.
 - ▶ Conduct field inspections and plan checks.
 - ▶ Work effectively and collaborate successfully with internal and external departments and outside entities to process complex projects that require multiple approvals across organizations.
 - ▶ Troubleshoot escalated issues with inspectors and front counter staff related to code interpretation, plan checks, building permits, disputes, etc.
 - ▶ Recommend updates to codes and ordinances and explore updates to the permit fees.
 - ▶ Work with Marin Builder's Association, local architects, commerce, ADA committee, Health and Safety, and other community stakeholders and groups.
 - ▶ Work effectively with outside consultants who support the Building Division with complicated reviews and geotechnical, hydrology, structural, and other consulting services.
- ▶ Respond to fire scenes or other emergencies, if requested by emergency personnel, to consult on matters of structural safety or to assist in investigations.
 - ▶ Give talks and tabletop demonstrations to civic organizations, school groups & other interested parties.
 - ▶ Build a solid and effective partnership with the Public Works Department which supports the Building Division with civil engineering, geotechnical reviews, peer design, drainage, etc.
 - ▶ Create a culture of employee development and customer service focus, breaking down systematic silos, and improve efficiencies and the customer experience.
 - ▶ Keep informed of current trends in building, fire safety, code enforcement, court rulings and new legislation to provide recommendations to policies and procedures.
 - ▶ Oversee the development and achievement of division goals; improve standards and performance.
 - ▶ Participate in the development of the annual budget, budget forecasting, staffing and resource needs.
 - ▶ Prepare and coordinate reports on construction activity and issues.
 - ▶ Make presentations to City Council and work effectively with other City Executive Management.
 - ▶ Have effective written and verbal communication skills to convey information to various clients and audiences and have electronic permit tracking application/system experience.



EMPLOYMENT STANDARDS

▶ Any combination of experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge, skills and abilities would be:

- ▶ 6 years of progressively responsible professional experience in construction related inspection and design review, and code enforcement
- ▶ 3 years in a supervisory capacity
- ▶ Practical experience with principles and practices of organization, administration, budgeting and personnel management.
- ▶ An Associate degree from an accredited college with major work in construction, engineering or related field.

- ▶ ICC Building Official certification, required within a year of hire.
- ▶ Valid CA Driver's License is required

DESIRABLE

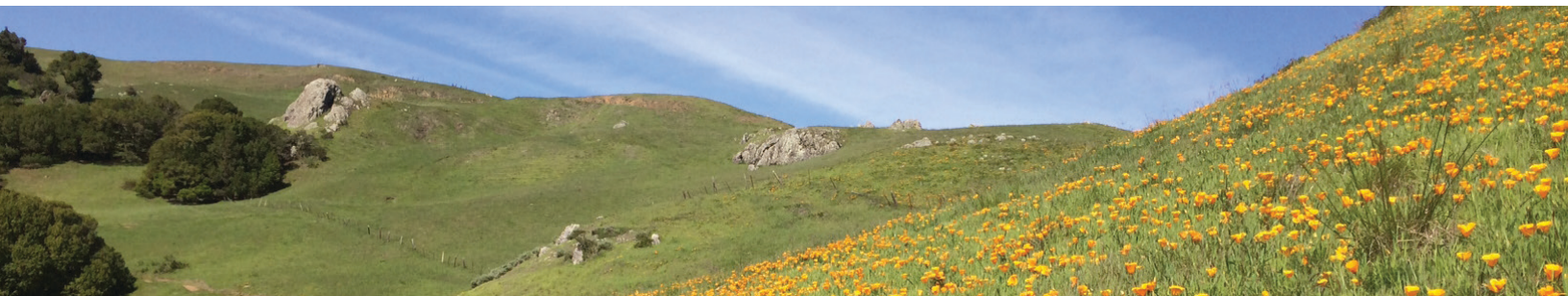
- ▶ ICC Building Inspector
 - ▶ ICC Plans Examiner
 - ▶ Certified Access Specialist (CASp)
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COMPENSATION & BENEFITS

Salary range is **\$120,948–\$147,012** depending on qualifications and experience. Benefit highlights include:

- ▶ **Retirement:** The City is a part of the Marin County Employees Retirement Association (MCERA) plan, which offers reciprocity between agencies in CalPERS (this is part of the 37 Act County System);
 - ▶ Classic employees—2% @ 55 formula, highest 3 year average compensation
 - ▶ PEPPRA employees—hired after 1/1/13 or Classic employee with 6 month break in service are eligible for a 2%@62 formula, highest 3 year average compensation
- ▶ **Annual Leave:** Vacation ranges from 15 to 25 days (depending on years of service), 12 days of Sick Leave, 75 hours of Administrative Leave, 11 Holidays and 2 Floating Holidays
- ▶ **Health Insurance:** Full flex cafeteria plan which can be applied to a health plan or converted to cash (\$653.61 employee only; \$1,307.20 employee +1; \$1,699.38 family level; or opt-out payment of \$653.61)
- ▶ **Life and Long Term Disability Insurance:** \$150,000 basic life; LTD is two-thirds of salary, up to \$7,500/month
- ▶ **Dental and Vision Insurance:** (up to family coverage)
- ▶ **Deferred Comp** (employee option)
- ▶ **And more** (*contact the recruiter for more benefits details*)



HOW TO APPLY

*This position is open until filled, however for first consideration apply by **MARCH 14**; candidates are encouraged to submit as soon as possible.*

APPLY AT: wbrowncreative.com/job-board/

SECURE THE DATES

Interviews will be on **APRIL 2 & 3**
(candidates invited to interview will need to be available for both days).

**PLEASE CONTACT YOUR RECRUITER, WENDI BROWN,
WITH ANY QUESTIONS:**

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wendi@wbrowncreative.com