

We're Hiring!

Chief Building Official



Annual Salary + Benefits

\$121,478 - \$147,657

(Includes CalPERS retirement participation, medical, dental, life insurance, long-term disability, state disability, management, sick and vacation leave, 12 paid holidays and an optional FLEX (125) plan)

It is an exciting time in the City of East Palo Alto! We are the “City on the Move” with an economic development goal to foster a healthy and thriving business environment, while preserving the heritage of a multi-cultural community. East Palo Alto has significant potential for growth due to its central location, recently updated General Plan, and the securing of additional water supplies. The City seeks a Chief Building Official who can help pioneer and manage future development while maintaining compatibility with community expectations.

East Palo Alto Development Projects Underway

- ▶ 25,000 Square Foot Performing Arts Center
- ▶ 4.5 Million square feet of new office space
- ▶ 1,300 Multi-Family Residential Housing Units, including two 100% affordable developments

East Palo Alto

- Founded in 1849, incorporated in 1983
- Approximate population: 29,143
- Moderate climate with 59° - 77° temperatures
- 2.5 square miles with open space and parks
- Located in the heart of Silicon Valley with close proximity to the San Francisco and San Jose International Airports
- Excellent private schools and progressive public school district
- A culturally diverse community with a rich historical heritage
- A friendly residential community and small-town family-oriented atmosphere
- An active citizen involvement and sensitivity and commitment to the environment



City of East Palo Alto

Community & Economic Development | Building Division



The Community

The Community is deeply concerned about maintaining its quality of life. Future development must be compatible with community expectations. A significant number of important issues facing the City are regional in nature, e.g., growth, transportation, solid waste, water, congestion management and economic vitality.

The City of East Palo Alto provides responsive, respectful and efficient public service to enhance the quality of life and safety for its multi-cultural community. East Palo Alto has significant potential for growth due to its central location, recently updated General Plan, and the securing of additional water supplies.

The Organization

East Palo Alto is a general law city incorporated in 1983; and operates under the Council/Manager Form of Government. Legislative authority is vested in a five-member City Council elected at large for four-year overlapping terms. Key City Council advisory bodies include: the Planning Commission, Rent Stabilization Board, Senior Advisory Committee, and the Public Works and Transportation Commission.

Annually, the Council selects a Mayor and Vice Mayor from its members. The City Council appoints the City Manager and City Attorney. The City Manager is appointing authority for all employees, including four department executives.



City of East Palo Alto | Building Division

The City of East Palo Alto Building Division ensures existing and new proposed development complies with the California Building Standards Code (Title 24, California Code of Regulations) and Fire Code. The Division provides customer assistance to residents, property owners, and businesses via the City's Permit Center; and coordinates with outside agencies such as Menlo Park Fire Protection District and East Palo Alto Sanitary District. Services include plan review, permit coordination, inspections, and enforcement of state and local regulatory laws under the jurisdiction of the Community and Economic Development.



City of East Palo Alto
Community & Economic Development | Building Division



Chief Building Official

The Chief Building Official (CBO) heads the Building and Code Enforcement Division consisting of six staff members. The CBO is expected to provide positive leadership, strong management and administrative expertise to the City's Building and Code Enforcement Division operations. The desire is to create an environment that emphasizes service through effective utilization of operational systems, processes, and technology, leading to quicker turnaround and greater levels of communication to customers. The CBO will need strong organization skills including a participatory, visible, and "hands-on" management style. Consistent with the focus on service is the timely processing of permits and development plans as the economic environment will improve and there is projected increase in development activity. This also dictates a need to expand staff capacity through mentorship, training, and innovative approaches to service delivery.



How to Apply

Go to: www.calopps.org to apply online.

To be considered for this employment opportunity, please complete the City Application, Supplemental Questionnaire, and Omnia Profile Assessment. If you have any questions, please contact :

Irene Camarena, Human Resources Manager
2415 University Ave, 1st Floor
East Palo Alto, CA 94303
(650)853-3187

Apply before closing date: January 29, 2021

References will not be contacted until mutual interest has been established. For additional information visit our website: www.cityofepa.org

The Ideal Candidate

- ▶ **Experience** – With sophisticated commercial and residential plan review and inspection, including mid-rise and lab construction, code violations, nuisance complaints, and the code enforcement citation process.
- ▶ **Service Focused** – Has a history of delivering positive contributions in making change, modernizing processes, implementing new technology and providing exceptional service.
- ▶ **Results Oriented** – Is focused on achieving results and "getting things done." Must be able to attend City Council evening meetings and prepare associated reports and presentations.
- ▶ **Relationship Based** – Works collaboratively and effectively with the development and residential community and with the city management team. Is able to build trust and respect based on shared core values consistent with the city operation and the community.
- ▶ **Ethical, Engaged and Active Leadership** – Models high integrity and honesty, is visible and accessible to clients and department staff and actively involved staff in decision-making, communication and organizational development opportunities.
- ▶ **Creative** – An innovative thinker who demonstrates a willingness to try new and different approaches to the function. Reflects an ability to work towards the "spirit" and safety of the Code, rather than simply the language of the Code.
- ▶ **Adaptable Problem Solver** – Provides useful advice, is solution oriented and is helpful in getting issues addressed and solutions implemented. Is able to handle multiple, shifting priorities in a composed, effective and focused manner.

Minimum Qualifications

Any combination of the following:

- Two years of college, or encompassing coursework related to building construction practices and five years of increasingly responsible experience as a Building inspector in an agency, at least two-years shall include supervisory responsibility; or
- Four years of management experience as a chief building official, unit supervisor or division manager in building inspection services and code enforcement, which included managing inspection services involving complex residential, commercial and industrial facilities, and code enforcement.

Required Licenses and/or Certifications:

- Valid California Class C Driver's License with a good driving record, at time of appointment
- CA Building Officials (CALBO) Certification
- International Code Council (ICC) Plans Examiner and Combination Inspector Certifications (or ICBO equivalent)

Desired Qualifications

Licensed as a Civil Engineer or Architect, in the State of California. Major course work in civil or structural engineering, or architecture highly desirable.