

CITY OF EAST PALO ALTO



**Invites you to apply for the
position of:
Chief Building Official**



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. Construction just started on a 25,000 square performing arts center. The City is currently processing entitlements for approximately 1.4 million square feet of office projects, a 500 student elementary school, and approximately 200 affordable rental housing units. The City seeks dynamic and committed candidates who want to play a leadership role in shaping the growth in East Palo Alto.

**Salary Range: \$115,625—\$140,542 / Annually
Opened Until Filled
First Review Date: November 20, 2018**



The Community

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 29,143 with an area of 2.5 square miles.

Community assets include:

- A rich historical heritage
- A culturally diverse community
- A moderate climate
- Bay Area location within close proximity to the San Francisco and San Jose International Airports
- Sensitivity and commitment to the environment and to expanding open space and park facilities
- A friendly residential community with a small town family oriented atmosphere
- Excellent private schools and progressive public school district
- An active citizen involvement

Quality of Life

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 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.

It is an exciting time here at the City of East Palo Alto, we are the "City on the Move" Our economic development goal is to foster a healthy and thriving business environment.

It is an exciting time for our team since they have been working diligently in the planning phase of the following projects:

- ◆ 1.6 million square feet of new office space
- ◆ A 500 elementary school, and
- ◆ A 25,000 square feet performing arts center.



The Ideal Candidate

- ▶ Will have the knowledge of building, electrical, plumbing, mechanical and general construction codes. Knowledgeable in construction techniques, principles and practices of plan examinations; national uniform building codes; and zoning and land use applications. Basic principles and methods of managing, supervising, evaluating, and training staff.
- ▶ Will have the ability to establish effective working relationships with contractors, developers, architects, engineers, owners, other city employees, Building Services Division staff, and the general public. The ability to read, understand and interpret complicated plans and blueprints. Learn, retain, interpret and communicate technical information, terminology, policies, practices and procedures. Preparation of City Council Staff Reports and presentations.
- ▶ Participated in, and/or supervised subordinate employees inspections. The purpose of such inspections to enforce a variety of codes, such as, Uniform Building; Mechanical; Plumbing; Fire; Housing; Abatement of Dangerous Building(s); and National Electrical Code.
- ▶ Experience advising contractors, architects, developers on code interpretation, requirements and potential deficiencies in plans.

Minimum Qualifications

Requirements And Education:

Any combination equivalent to the completion of two years of college, encompassing coursework related to building construction practices or related fields and five years of increasingly responsible experience as a municipal Building inspector in a governmental agency, at least two-years of experience shall include supervisory responsibility.

Four years of responsible 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.

Licenses and/or Certifications:

- Valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of California Building Officials' (CALBO) Certification
- Possession of International Conference of Building Officials (ICBO) Plans Examiner and Combination Inspector Certifications.

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.

Ability to speak Spanish fluently.

City of East Palo Alto—Building Division

The Building Division ensures that 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 located at 1960 Tate Street; and coordinates with outside agencies such as Menlo Park Fire Protection District and East Palo Alto Sanitary District. Services include plan review, permit activities coordination, inspections, and enforcement of state and local regulatory laws under the jurisdiction of the Community and Economic Development.

Benefits & Compensation How to apply:

Retirement—CalPERS

Classic Members - 2.5% @ 55 formula

- * Employee pays 8% employee contribution
- * Three year average final compensation

New Members—2% @ 62 formula

- * Employee pays 6.25% employee contribution
- * Three year average final compensation

Medical: (City pays 100% Employee Coverage and 65% Dependent Coverage)

Dental: (City pays full cost for employee only)

Life Insurance: (City pays for coverage of \$100,000)

Long Term Disability: (City paid)

State Disability Insurance: (Employee paid)

Management Leave: up to 60 hours / year

Holidays: 12 paid holidays / year

Vacation: 80-200 hours per year, based on years of continuous public service

Sick Leave: 8 hours / month

Optional Benefits: Flex (125) Plan with Supplemental Benefits

Salary Range:

\$115,625— \$140,542/Annually

Closing Date:

Open Until Filled

First Review: November 20, 2018

To be considered for this employment opportunity, please complete the City Application or apply by going to www.Calopps.org where you may submit your **application** and **Supplemental Questionnaire** online.

Applications not applying online are asked to mail, or hand-deliver, their application to:

Irma Martinez, Human Resources Assistant

The City of East Palo Alto's goal is to attract, develop and retain a diverse, well-qualified and professional workforce.

Candidates should apply before the **first review date of November 20, 2018**. Candidates should be aware that references will not be contacted until mutual interest has been established.

For additional information visit our website at: www.cityofepa.org

