

Foster City is a Great Place to Live, Work and Play!

CHIEF BUILDING OFFICIAL



HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2023-2024 budget of \$129.3 million. Projected staffing includes 172 FTEs.

MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



COMMUNITY DEVELOPMENT DEPARTMENT

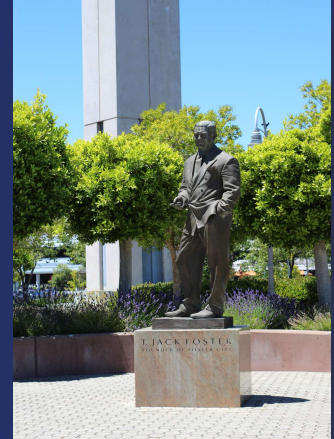
The Community Development Department is committed to planning, improving, and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community. The department is organized into two divisions, Planning/Code Enforcement and Building inspection.

THE POSITION

The Chief Building Official is responsible for planning, organizing, and managing staff, projects, and activities for the City's plans examination, building inspections, permitting, and related programs.

Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation.

Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.



IDEAL CANDIDATE

The ideal candidate would possess exceptional leadership skills and demonstrate good use of independent judgement. They will have knowledge of the principles and practices of: budget development and administration; contract administration and management; building inspection, permit issuance, plan examining, and neighborhood preservation programs, practices, and techniques; and method, materials, techniques, and equipment used in construction of facilities.

They will have knowledge of applicable federal, state, and local laws, regulatory codes, ordinances, and procedures including Uniform Building, Plumbing, and Mechanical Codes, and National Electrical Code. The ideal candidate will possess a Chief Building Official (CBO) certification, a Plan Check certification, and the Certified Access Specialist (CASp) certification.

This individual will have excellent communication skills, both verbal and written, to prepare technical and administrative reports and general business correspondence as well as being able to provide a high level of customer service when dealing with the public, vendors, contractors, and City staff. Ideally, they will be able to establish and maintain positive effective working relationships.

Monthly Compensation

\$13,351.78 to \$16,229.17

EDUCATION & TRAINING

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

Education: Equivalent to the completion of the twelfth (12th) grade supplemented by specialized courses in building construction principles, practices and techniques.

Experience: Equivalent to five (5) years of increasingly responsible building inspection experience involving structural, housing, electrical and plumbing inspection work.

License and Certificates:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of International Code Council (ICC) certification as a Combination Building Inspector.
- Newly hired Chief Building Official will possess a Chief Building Official (CBO) certification within one year.

For knowledge, skills, and abilities, review the [Chief Building Official](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

Retirement Plan: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

Leaves: 12 paid holidays; sick leave (5.66 hrs/month); vacation leave based on years of service; administrative leave.

Deferred Compensation: Voluntary 401(a) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).

Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

Work Schedule: Optional 9/80 work schedule. Telework available.

Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. Applications may be submitted online at www.calopps.org

