



Building Official/Engineer

The Position

The Town of San Anselmo is seeking a knowledgeable and experienced Building Official/Engineer. Under direction of the Public Works Director, performs difficult and complex professional engineering work in checking building plans and designs to ensure compliance with codes, ordinances, and regulations; provides quality customer service assistance to architects, engineers, contractors, property owners and the general public regarding construction requirements; to perform a variety of office and field engineering work related to design, review, and administration public works projects; and oversees and directs the Town's building maintenance and building inspection/code enforcement functions.

The Building Official/Engineer should have five years of increasingly responsible professional experience performing engineering plan checking of residential and industrial or commercial building designs and plans (experience in design and administration of municipal public works projects is desirable), including two years of supervisory responsibility.

Possession of valid certification as a Plans Examiner as issued by the International Conference of Building Officials (ICBO) may be substituted for up to one year of experience as described above.

The Building Official/Engineer should have training equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field and possession of a valid certificate of Registration as a Civil Engineer or Structural Engineer as issued by the California State Board of Registration for Professional Engineers and Land Surveyors is **preferred but not required**.

Possession of valid certification as a Plans examiner as issued by the International Conference of Building Officials (ICBO) is highly desirable.

The ideal candidate will demonstrate:

Knowledge of:

- Principles and practices of civil engineering, including soil mechanics as applied to building construction and the structural design requirements of residential and commercial buildings.
- Methods, materials, and techniques used in the planning, design and construction of municipal public works projects.
- Pertinent Federal, State, and local rules, regulations and ordinances, including the Uniform Building Codes, zoning ordinances, and health codes.
- Modern developments, current literature and sources of information regarding building construction methods, materials and requirements.
- Principles of budget monitoring and expenditure control.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- Report preparation and English usage, spelling, grammar and punctuation.
- Modern office procedures, methods, and computer equipment, including word processing, spreadsheet, database, and civil and structural engineering software.

Ability to:

- Perform professional engineering duties in plan checking, and design, review, and administration of public works projects; and oversee and direct building maintenance and building inspection activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and documents; identify and interpret technical and numerical information and maps, plans and drawings; observe, identify and resolve operational and technical engineering and construction problems in the office and in the field; interpret reports and documents; identify and interpret technical and numerical information and maps, plans and drawings; observe, identify and resolve operational and technical engineering and construction problems in the office and in the field; interpret, explain, and apply pertinent ordinances, statutes, policies, and procedures.
- On a continuous basis, sit at desk or in meetings for long periods of time; stand at public counter to review plans and answer questions. Intermittently, walk, stand, squat, kneel, climb, and bend in the field; twist and reach office equipment; perform simple and power grasping, pushing, pulling and fine manipulation; write and use a keyboard to communicate through written means; and occasionally lift or carry weight of up to 20 pounds.
- Read and interpret building plans and specifications codes, legal descriptions and related materials.

- Make difficult engineering computations and analyses to determine adherence of plans and specifications to code requirements and sound engineering principles; advise on accepted construction methods and requirements.
 - Conduct technical engineering research work, perform detailed analyses, draw logical conclusions, make appropriate recommendations; write technical correspondence and reports.
 - Design, prepare and review plans specifications and estimates related to a variety of routine municipal public works projects.
 - Assist in the development and monitoring of assigned budget areas.
 - Develop and recommend policies and procedures related to assigned functional areas.
 - Work with various cultural and ethnic groups in a tactful and efficient manner.
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- Obtain information through interview and work firmly and courteously with the public.
 - Analyze situations quickly and objectively and determine proper course of action.
 - Use a computer, including word-processing, spreadsheet, and data base software, calculator, telephone, facsimile machine, photocopy machine, and various drafting and survey tools and equipment.

Compensation and Benefits

Monthly salary for this 40 hours per week position is \$10,628. A comprehensive benefits package is offered including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. This position is part of the management unit.

About the San Anselmo Area

San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is known for its many shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

How to Apply

APPLICATION DEADLINE: Open until filled -- Candidates applying by Friday February 23, 2018 at 3 pm will receive first consideration.

Please submit a **letter of interest**, completed Town **application** and your **resume** to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

Employment applications are available online at

<http://ca-sananselmo2.civicplus.com/128/Human-Resources>

The Town of San Anselmo supports work place diversity and is an equal opportunity employer.