

CITY OF LAKEPORT
JOB ANNOUNCEMENT



Chief Building Official

Chief Building Official: \$6,256 – \$7,604 per month
Filing Deadline: Monday, January 17, 2022 - 5 p.m.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x101 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application](#) no later than 5 p.m. on Monday, January 10, 2022. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness, and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

HOURS OF WORK

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to on-call time and overtime.

JOB DEFINITION

This is a mid-level management classification. The incumbent reports to the Director of Community Development and exercises significant independent judgment in the application and enforcement of building codes and ordinances within the City; the incumbent is expected to exercise initiative in ensuring that related codes used by the City meet current legal and professional guidelines.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

- Administers and operates the Department of Building Safety as established by the California Building Code.
- When designated as the Floodplain Manager, enforces the provisions of the Lakeport Floodplain Management Ordinance as per FEMA requirements; coordinates Emergency /

Disaster Response activities in the event of an earthquake or other disaster as necessary for evaluation and posting of damaged structures; plans and coordinates the enforcement of applicable laws and codes governing the built environment.

- Prepares and monitors the department budget; develops and implements building department goals, objectives, priorities and policies; identifies and abates code violations and nuisances; supervises and evaluates staff; administers contracts for consultant services;
- Prepares a variety of correspondence and reports; coordinates plan review, building permitting and inspection activities with others;
- Reviews plans and inspects projects for compliance with state and federal permits. Represents the City on various committees as assigned, including the Lake County Clean Water Advisory Committee, the Clear Lake Advisory Subcommittee, etc.; oversees maintenance of records and files.
- Answer/respond, to public complaints and inquiries regarding codes and policies; appear before various groups in the presentation and discussion of building and safety-related problems, proposals, projects and policies; build and maintain positive working relationships

LICENSES AND SPECIAL REQUIREMENTS

- Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.
- International Code Council (ICC) certification as Building Inspector or Combination Inspector
- Possession of or ability to obtain, CABO or ICC certification as a Building Official within twelve (12) months of appointment
- Possession of or the ability to obtain Certification from the Governor's Office of Emergency Services as a Safety Assessment Program Coordinator
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards

DESIRABLE QUALIFICATIONS

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: High school graduation or GED equivalent, supplemented by college coursework in building inspection and construction technology; and four years of increasingly responsible experience in the design, construction and inspection of commercial, industrial and residential buildings; and five years of responsible experience in jurisdictional work involving detailed knowledge of building codes, including inspection and plan review with at least two years of administrative and supervisory responsibility.

PHYSICAL PROFILE

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides the PERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental Life Insurance: The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately, and a separate application must be submitted for each position applied for.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101 so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation age disability or marital status.

Opened: 12/14/2021 – Closed: 1/17/22