



CITY OF PLEASANT HILL, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CHIEF BUILDING OFFICIAL



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

Pleasant Hill is a modern and dynamic city in the East Bay Area of San Francisco and home to approximately 35,000 residents.

Located at the center of the Interstate 680 corridor in Contra Costa County, Pleasant Hill is characterized by small-town charm and a strong sense of community. The City is home to many California distinguished schools and higher education institutions including Diablo Valley College and John F. Kennedy University. Despite its small-town feel, Pleasant Hill boasts a vibrant downtown area that attracts thousands of visitors on a regular basis.

To learn more about this charming City considered one of the best places to work, live, shop, dine, and play in the Bay Area, please visit: <https://www.ci.pleasant-hill.ca.us/>.

THE ORGANIZATION

Incorporated in 1961, Pleasant Hill is a general law city operating under a Council-Manager form of government. The City Council is comprised of five (5) members, including the Mayor, who are elected at large to serve staggered, four-year terms. Elections are held each November of even-numbered years. The City Council serves as the governing and policy making body of the City, responsible for establishing laws and policies in the conduct of city business.

The City is organized into five (5) departments that include: City Manager's Office, City Attorney's Office, Police Department, Community Development/Public Works, and Administrative Services. The City employs 109 full-time employees and has a FY 2017-18 budget of \$33.5 million.

Mission Statement: The City of Pleasant Hill is dedicated to maintaining a safe, pleasant environment within the community by providing effective governance and the efficient and professional delivery of public services.

In the process of providing representative local government, the City identifies and anticipates concerns, problems, and opportunities and takes actions to address them. The City government is a catalyst for the involvement

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of residents, business, and organizations in the development and maintenance of a well-integrated community.

THE DEPARTMENT

The Building Division is committed to the planning and implementation of growth and physical development for the City of Pleasant Hill. The Building Division is responsible for the protection of the health and safety of citizens through the enforcement of current building codes. The division issues building permits for new construction, repairs or alterations to existing structures, and electrical, plumbing and mechanical permits.

THE POSITION

The Chief Building Official plans, organizes, supervises and reviews the activities of the Building Inspection Division; participates in code interpretation, plan checking, issuance of permits, and field inspections; and performs the most technically complex tasks within the Division.

Essential duties include but are not limited to the following:

- Plan, assign, supervise, and review the work of Building Inspectors.
- Assume major responsibility for policy and program development of the Building Division, including budget development and administration.
- Interpret and enforce the provisions of the City codes including the Building, Mechanical, Plumbing,



Electrical, Housing and Dangerous Building codes, Zoning Ordinances, and state laws; issue building permits, stop work orders, demolition orders, and citations pursuant to this enforcement responsibility.

- Conduct the most complex field inspections of residential, commercial, and industrial structures.
- Identify unsafe buildings and recommend condemnation procedures.
- Review and inspect housing and sanitation complaints; assign and conduct investigations.
- Establish permit procedures; analyze permits for completeness and accuracy.
- Coordinate activities of the Building Inspection Division with other City departments, divisions and outside agencies.
- Respond to complaints or technically complex questions raised by the public.
- Supervise, train and evaluate division personnel.
- Prepare reports, maintain records, approve vouchers and purchase orders, and otherwise administer the activities of the Division.
- Perform related work as required.

THE IDEAL CANDIDATE

The ideal candidate will possess strong supervisory skills to lead a team of experienced building professionals. He/she will be an individual who is trustworthy, approachable, honest, and ethical. A Chief Building Official who will create a teamwork-oriented environment that emphasizes cooperation, accountability and responsiveness is sought. Candidates who bring a positive and can-do attitude will succeed in this position.

The City is in need of an enthusiastic visionary who will successfully implement standardized policies and procedures for the division. The incumbent will possess the self-confidence to be a creative problem solver who is open and responsive to change within an organization. A forward thinker who is able to see the big picture and prepare for the future is sought. The ideal candidate will not



only have a vision for the division but will also have the ability to effectively communicate that vision to all staff and gain the buy-in to achieve that vision. Customer service should be a number one priority for the new Chief Building Official, as will patience and sensitivity to the needs of the community. The successful candidate will possess the necessary communication and interpersonal skills needed to work successfully with elected officials, City staff, developers, outside agencies and the community. The incoming Chief Building Official will have knowledge of building construction principles and practices, including detailed familiarity with carpentry, plumbing, electrical, and other building trades; safety and construction standards of the building construction industry; practices and procedures of contracting in the building construction industry; uniform; building, plumbing and mechanical, national electrical, and health and safety codes; and principles and practices of supervision.

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Candidates must possess equivalent to a bachelor's degree in architecture, structural engineering, civil engineering or a closely related field, five (5) years of experience similar to that of a Building Inspector with at least two years of supervisory experience, and Certification by the International Conference of Building Officials as a Combination Building Inspector.

THE COMPENSATION

The monthly salary range for the incoming Chief Building Official is \$9,684 - \$12,879 monthly; placement in this range is dependent upon qualifications. The City also offers a competitive compensation and benefits program that includes:

Retirement – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The City contributes 3% to a 401(a) plan as well as \$200/month to an RHS plan.

Medical Benefits – The City offers two choices for coverage—Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level.

Dental Coverage – City-paid dental coverage for employee and eligible dependents.

Vision Coverage – City-paid vision coverage for employee and eligible dependents.

Life Insurance – City-paid life insurance coverage equal to 1x annual salary.

Vacation – up to 25 days a year.

Holidays – City recognizes 13 paid holidays per year.

Sick Leave – Accrues at the rate of one day per month, with no maximum accrual.

Administrative Leave – Up to 16 hours of administrative leave each month on a non-cumulative basis.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
December 20, 2019**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Pleasant Hill. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Joel Bryden at:

(916) 784-9080

