INVITATION TO AN EXCITING CAREER OPPORTUNITY

IRVINE
CALIFORNIA

BUILDING & SAFETY MANAGER / CHIEF BUILDING OFFICIAL
POSITION

The Building and Safety Manager/Chief Building Official works under administrative direction from the Director of Community Development, exercising a high degree of initiative and judgment in the day-to-day operations of the division. This position manages, organizes, and directs comprehensive building and safety services, including one-stop permit processing, building and grading plan check, inspection and water quality programs. Essential duties and responsibilities include, but are not limited to:

- Directs the development of the Building and Safety Division’s strategic plan and budget; administers and implements approved strategic plan and budget.
- Develops and monitors standards and service levels to maintain responsive customer service.
- Interprets and analyzes codes and operational/management issues; ensures that building criteria are met; develops and maintains standards for construction methods and materials; oversees the inspection of public and private buildings for compliance with California Building Standards and all other applicable codes.
- Provides highly responsible staff assistance to the Director on a wide variety of issues.
- Mediates developer and public complaints and disputes according to codes and ordinances.
- Develops and maintains City building code amendments and grading codes.
- Evaluates and approves the use of alternative construction materials and other various requests.
- Coordinates at a high level software and technology knowledge to ensure the division and its customers are getting high-quality, efficient and cost-effective service.
- Prepares written and oral presentations to the public, City officials, news media representatives, and business and civic organizations regarding division activities.
- Plans, directs, and operates the Building and Safety emergency/disaster response program for building safety assessment and public assistance.
- Represents the City in compliance with division, State, and federal laws and in activities with other agencies.
- Coordinates internal and external training and education/certification efforts for plan check and inspection professionals within the division.
- Maintains knowledge of engineering, architecture, and urban design principles and practices; relevant municipal codes; and State and federal law regulations.

MINIMUM QUALIFICATIONS

A Bachelor’s degree in engineering, architecture, construction technology, or a related field and six (6) years of increasingly responsible field engineering or inspection experience in an administrative capacity is required. Any combination of education and experience that provides equivalent knowledge, skills, and abilities is also qualifying. Candidates should possess International Code Council Building Official or Council of American Building Officials certification. A Master’s degree is highly desirable and a strong preference to candidates in possession of State of California registration as a Professional Engineer or license as an Architect is highly desirable.

Find additional information in the Building & Safety Manager / Chief Building Official job description.
DEPARTMENT

Community Development

The Community Development Department focuses on planning and implementing standards that maintain the City's high quality of life. The Department consists of three divisions: Planning and Development Services, Housing, and Building & Safety.

The City of Irvine operates a fast-paced and high quality Building and Safety program. Priority is placed on providing the community with a high level of efficiency and service. Over the last two years, the City has processed over $2.8 billion in total permit value while consistently delivering top quality customer service.
CITY OF IRVINE

A culturally diverse city of more than 275,000 residents, Irvine is recognized as one of “America’s Best Places to Live”, according to Money Magazine. The City features an array of entertainment and recreational opportunities including exceptional parks, open space preservations, sport complexes, and master-planned communities. The City is ideally located adjacent to John Wayne/Orange County Airport and close to many of Southern California’s largest tourist attractions, numerous resorts, and some of the state’s finest beaches.

IRVINE REMAINS THE
SAFEST CITY
IN AMERICA
FOR THE 15TH CONSECUTIVE YEAR, BASED UPON FBI STATISTICS FOR VIOLENT CRIMES.
RETIREMENT
CalPERS 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency.

HEALTH PLAN
The City currently offers medical, dental, and vision insurance coverage for employees and their dependents. In addition, the City provides life insurance and a disability plan for employees.

LEAVE TIME
120 to 200 hours of annual vacation accrual, depending on years of service; 11 paid holidays per year; 96 hours of sick leave per year; 60 hours of administrative leave per year; and 71 hours of annual personal leave.

CAR ALLOWANCE
The City provides a monthly car allowance of $300.

MANAGEMENT INCENTIVE COMPENSATION
The City offers additional compensation in the amount of 3% above base salary.

CELLULAR PHONE ALLOWANCE
The City provides a monthly cellular phone allowance of $100.

EMPLOYEE DISCOUNTS
Entertainment discounts available for many theme parks and attractions throughout Orange County and San Diego.

FLEXIBLE SCHEDULE
City employees may work a 9/80 hour work week schedule.

EMPLOYEE DEVELOPMENT
Professional Development/Education Reimbursement up to $1,300 per year. Scholarship opportunities are available with the City’s higher education partnerships.

WELLNESS PROGRAM
City Wellness program that includes on-site fitness centers.

DEFERRED COMPENSATION
The City shall contribute an amount equal to 4% of an employee’s base salary in a deferred compensation account.

SALARY:
$107,536.00 – $167,564.80

The City of Irvine offers a highly competitive compensation and benefits package including:
APPLY HERE
Deadline to apply is December 28, 2020

FOR QUESTIONS AND INQUIRIES, CONTACT:
Lauren Hirano
Human Resources & Innovation
One Civic Center Plaza Irvine, CA 92606

Telephone: (949) 724-7219
E-mail: recruit@cityofirvine.org
An Equal Opportunity/ADA Employer