



# City of Oroville

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## OFFICE OF HUMAN RESOURCES

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1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2407 FAX (530) 538-2538  
[www.cityoforoville.org](http://www.cityoforoville.org)

## BUILDING OFFICIAL

### **POSITION DEFINITION:**

To plan, coordinate, direct and evaluate the services, programs, and 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.

### **JOB DUTIES:**

Plans, organizes, directs and supervises the services, programs and activities of the Building Inspection Division; Within City policy, recommends appropriate services and staffing levels; allocates resources accordingly; Develops, implements and evaluates goals and objectives, policies and procedures, program guidelines, and short- and long-range plans for the department; Continuously monitor and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes; Prepares and administers the department's annual budget; ensures effective and effective and efficient use of budgeted funds, personnel, materials, facilities and time; Selects, assigns, supervises and evaluates the performance of department personnel; provides of coordinates staff training; ensures staff compliance with all applicable policies, procedures, laws, regulations and standards; Provides advice and assistance to the City Administrator, City Council, Planning Commission, Building Board of Appeals and other bodies in matters pertaining to City building division/fire prevention on an as needed basis; prepares items for meeting agendas on an as needed basis; etc. **(NOTE: This is only an illustration of job duties; a full detailed job description is attached.)**

### **MINIMUM QUALIFICATIONS:**

#### **Experience:**

Five years' experience in general construction, at least two of which involved building inspection and enforcement of building codes.

#### **Education:**

Two years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing, or building construction.

**Substitutions:**

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Additional Requirements:**

Possession of a valid California Class "C" driver's license.

Possession of a Building Official Certificate from the Council of American Building Officials.

**ANNUAL SALARY:** \$80,231 - \$116,463

**VACATION:** 80 hours per year initially

**ADMINISTRATIVE LEAVE:** 69 Hours per year

**SICK LEAVE:** 96 hours per year

**HOLIDAYS:** 12 per year

**EDUCATIONAL INCENTIVE:** \$125/Mo. for an A.A. or A.S. degree or equivalent or \$250/Mo. for a B.A. or B.S. degree.

**BEREAVEMENT LEAVE:** Up to 5 days leave after 6 Mo. of employment.

**HOUSING LOAN PROGRAM:** City will loan an employee, who has been with the City at least 24-months, up to \$50,000 or 20% of the purchase price, whichever is less, with 3% simple interest, to purchase a home within the City limits of Oroville. The loan shall be deferred for the length of the borrower's employment with the city.

**TIER 2 INSURANCE:** Health Insurance for represented employees hired by the City on or after October 1, 2016 - City monthly contributions for Tier 2 employees shall be limited to the Silver PPO medical plan for employee, spouse and/or children at the contribution levels below. Employee only, can elect a different plan but will pay the difference. There shall be no city contribution towards spouse and/or children on any other plan than the Silver PPO.

	<b>Employer Contribution</b>		
	<b>Gold PPO</b>	<b>HDHP-10%</b>	<b>Silver PPO</b>
<b>EE Only</b>	<b>Silver PPO Premium</b>	<b>Rate for EE Only</b>	<b>100%</b>
<b>EE + 1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,159.74</b>
<b>EE + Family</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,455.84</b>

**Employee out-of-pocket per month for Silver PPO Medical Plan:**

	<b>Silver PPO</b>
<b>Employee Only</b>	<b>\$ 0</b>
<b>Employee + 1</b>	<b>\$636.26</b>
<b>Employee + Family</b>	<b>\$876.16</b>

**RETIREMENT:** PERS - 2%@55 for Classic Members and 2%@62 for New Members.

**RETIREE MEDICAL:** 100% Retiree medical for employee only on lowest medical plan, until Medicare eligible age, after 25 years of service or 20 years of service and at least 5 years past CalPERS retirement age. Lower levels at 75% and 50% are also available.

**APPLICATION PACKETS:**

Available at City Hall, 1735 Montgomery St., Oroville CA 95965, email [hr@cityoforoville.org](mailto:hr@cityoforoville.org) or the website at [www.cityoforoville.org](http://www.cityoforoville.org),

**FILING DEADLINE:**

**To participate in the recruitment process, please return the completed application, resume, and contact information for three (3) professional references to the above address. This position will remain open until filled.** You may email your application, resume, and reference information to [hr@cityoforoville.org](mailto:hr@cityoforoville.org), if the application has the applicant's original signature.

Your application packet will be reviewed upon submission, and you will be notified, by email, or a phone call, whether you will be invited to an oral board interview for this position.

The selection process may contain all or some of the following elements:

\*Oral Board Interview

\*Final Interview

\*Background Investigation

\*Pre-Employment Physical - After a conditional offer of employment, a complete physical/drug screen will be conducted by the City's Physician, at the City's cost.

**\*\*The City of Oroville is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, or sex. If you require accommodation in the recruitment process, please contact the Personnel Office at (530) 538-2407. Medical disability verification may be required prior to accommodation.**