



## **0933 - PERMIT SERVICES MANAGER**

City & County of San Francisco, California

Salary: \$167,908.00 - \$214,344.00 (Range A)

CITY & COUNTY OF SAN FRANCISCO 0933 - PERMIT SERVICES MANAGER Recruitment: RTF0137744-01046023  
Department: Building Inspection Job class: 0933-Manager V  
Starting salary range: \$167,908.00 - \$214,344.00 (Range A)  
Role type: Permanent Exempt Hours: Full-time About: The Department of Building Inspection oversees the effective,

efficient, fair and safe enforcement of City building, housing, plumbing, electrical, mechanical, and disability access codes for San Francisco's more than 200,000 buildings. This position is located at 49 South Van Ness Avenue. Role description The Permit Services Manager is a permanent exempt position to supplement the work of the Deputy Director for Permit services. This position will be responsible for change management and manages, plans, assigns and directs the activities of the Building Plan Review Services, Specialty Plan Review Services, Over-the-Counter (OTC) Plan Review Services, Permit Coordination Services, and Technical Services sections. It provides technical and managerial oversight and coordinates the construction permitting and engineering review activities for construction projects of considerable size and complexity; and performs highly responsible and complex engineering/architectural and administrative work. For this reason, demonstrable job experience managing plan check staff, or California licensure as a Civil Engineer, Structural Engineer or Architect is desired. The position requires sound knowledge of the development planning, design, permitting, and construction, including construction sequencing and construction management. Knowledge of State Building Codes, State law pertaining to government operations, business and professions, and health and safety are necessary to be successful. It also requires the ability to work collaboratively across City agencies and find Citywide solutions for permitting challenges. Supervision Exercised: Supervises professional and sub-professional engineers, architects, technicians, inspectors and other related personnel by assigning, monitoring, and evaluating work assignments and performance. This high-level manager may manage or oversee the personnel of an entire division or team that includes engineering, architect and/or administrative functions. Examples of Important and Essential Duties: 1. Plans, directs and coordinates the plan review activities of the Building, Specialty and Over-the-Counter plan review sections engaged in complex engineering and/or architectural construction projects; reviews and approves plans, alternates to the code, and makes decisions on whether a project qualifies for expedited review for such projects; and advises subordinate personnel on policy and procedural matters relating to work programs and new legislation. 2. Manages the changes that are needed to transform and modernize the Permit Services Division from the use of technology, to formulating and executing new processes and procedures. 3. Establishes, prepares, manages, reviews and monitors organizational budget(s) to ensure that there are sufficient resources to complete programs and projects and takes corrective actions when necessary. 4. Establishes and evaluates organizational goals and objectives, assigns priorities, ensures the use of effective work plans and methods to achieve goals, ensures objectives are met within schedule, monitors progress, ensures the use of effective work plans and methods to achieve goals, evaluates the performance of the organization, and

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Information about the Hiring Process: <https://sfdhr.org/information-about-hiring-process> Job link: <https://careers.sf.gov/role/?id=3743990002317316>